

Tracey L. Schultz

CAREER OBJECTIVE

Leverage skills developed through corporate and consultative IT management experience.

TRANSFERABLE SKILLS

- Managing, developing and directing department, programs and projects
 - Fostering an environment that empowers team to identify alternative approaches and solutions to challenges
 - Consulting and representing organization's mission or area of expertise
 - Communicating persuasively
 - Identifying and managing issues and risks
 - Providing leadership that delivers expected results and employee development
 - Identifying creative approaches
 - Managing a project or program where accountable for managing resources, dates, budgets, risks and challenges
 - Understanding impacts and reporting accurate status to stakeholders, management and staff
 - Planning, forecasting and analyzing budget
 - Building relationships with management, direct reports and partners
 - Developing team members
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PROFESSIONAL EXPERIENCE

- 2009 – present **Baxter Healthcare** • Vernon Hills, Illinois
Medical, Safety and Regulatory IT, Director (May 2016)
Global Regulatory Affairs and Global Patient Safety IT, Director (May 2015)
Global Regulatory Affairs IT, Director (March 2013)
- Set the strategic direction
 - Ensure that effective IT solutions are proactively implemented and supported to address and resolve business problems
 - Establish customer relationships and review department long-range strategy with business / systems process owners
 - Provide overall direction and leadership for the department.
 - Responsible for adherence to IT standards and processes, and for managing capital and expense budgets
- Global Regulatory Affairs IT, Manager II (March 2011)
- Provide departmental leadership and mentoring
 - Develop and implement innovative IT-based solutions that are aligned to Regulatory Affairs' directions and strategies
- Global Regulatory Affairs Pharmacovigilance IT, Manager I
- Provide project management leadership for various GRAPV IT initiatives
 - Responsible for status reporting, budget analysis and resource management
- 2006 – 2009 **Project Leadership Associates** • Chicago, Illinois
Senior Project Manager - Consultant
- Provide project management and consulting for network integration solutions
 - Responsible for status reporting, budget analysis and resource management
 - Translates business requirements into technical requirements
- 2002 – 2006 **JPMorgan Chase / BankOne** • Chicago, Illinois
Vice President, Application Development Director
- Ranked top 10% in organization and received "exceeds expectations" rating
 - Served as IT-lead and directly accountable to key stakeholders for \$11 million dollar merger project
 - Managed staff of 30+ in multiple states and offshore resources in India
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- Provided monthly status to project control committee comprised of business and technical partners

Assistant Vice President, Business Manager

- Coordinated Project Office and Finance requests with department managers
- Ensured processes are followed and understood
- Responsible for multi-million dollar budget, prepared budget and provides quarterly forecast
- Reconciled resource plans and forecast monthly
- Responsible for implementation of project office processes within 150-person department.
- Developed monthly executive status reports
- Provide project financials, resource projections and project status reports

1996 – 2002 **IKON Office Solutions / US Connect • Chicago, Illinois**

Director of Consulting Services

- Received Presidential Award each year
- Reported to the president of network integration firm that implements solutions for hundreds of Chicago-based and national organizations
- Represented the firm's expertise and presented solutions to decision-makers in hundreds of varied organizations locally and nationally

Project Area Manager

- Developed internal project management standards and service offerings that were implemented first in Chicago and then adopted nationally
- Server-based computing focus (Citrix)

Project Manager

- Managed implementation of various technical solutions for clients

Network Engineer

- Implemented and supported network solutions

1994 – 1996 **Fitz Chem Corporation • Elmhurst, Illinois**

Special Projects Coordinator

- Developed monthly newsletter and corporate communication
- Coordinated company events
- Implemented computer network and client management system

1993 – 1994 **Planned Parenthood Chicago Area • Chicago, Illinois**

Public Relations Coordinator:

- Developed press releases
- Secured media interviews; prepared Executive Director for interviews; served as Planned Parenthood representative in interviews
- Designed and wrote brochures
- Developed program to market and sell brochures nationally

EDUCATION

B.A. Journalism / Public Relations with Business Minor
Indiana University • Bloomington, Indiana

INTERESTS

Traveling (41 U.S. states / 35 countries) • Kayaking • Camping • Book club member for 20 years