

James Bielefeldt, PMP

mail@jamesbielefeldt.com | 314 623-1151

Senior business analyst with project management experience and technical background.

Outstanding communicator. Rapid learner. Adaptable professional. Proven leader.

Skills Summary

100+ interactive and IT projects in healthcare, pharmaceutical, finance, insurance, consumer products, manufacturing, real estate, marketing, advertising and Internet start-ups

Competencies:

System requirements, gap analysis, business process and data modeling, functional specifications, user stories, use cases, project planning, cost and resource estimating, budget and schedule management, team leadership, UI wireframing, user experience, creative direction, e-commerce, quality assurance, Agile and waterfall methodologies

Tools and Technologies:

MS Project, Visio, Excel, Word, Rally, Visual Studio, Dreamweaver

HTML, CSS, ASP.NET (C#), JavaScript, XML/XSLT, SQL, PHP, MS SQL Server, MySQL, SOA, OOP

WordPress, Umbraco CMS, AspDotNetStorefront, Joomla, Sitefinity CMS, DotNetNuke CMS, Ektron CMS

Experience

Blackhawk Engagement Solutions, Senior Business Analyst/Project Manager, 08/2014 – 03/2016

Senior business analyst contractor (via iBridge Solutions) responsible for writing user stories and related systems documentation in an Agile development team supporting prepaid credit card applications for internal and external users.

- PM responsible for iteration planning, dev and QA oversight during sprints and release management.
- BA on team supporting Enterprise CardLab application. Primary liaison between, business owners, offshore development and onshore engineering.
- BA on major initiative to build MyIntelispend.com, the primary B2B ecommerce and client portal for Blackhawk.

Express Scripts, Business Analyst III, Team Leader, 09/2012 – 06/2014

Senior business analyst contractor (via Daugherty Business Solutions) responsible for requirements elicitation and documentation for patient service systems integration as the result of Medco acquisition by ESI.

- Authored FDA and DoD compliant, detailed requirements documentation for the member website, interactive phone system, call center application and supporting services.
- Team Leader providing leadership for Daugherty Business Solutions consultants on site.

Monsanto, Business Analyst II/Project Manager, 10/2011 – 09/2012

Senior business analyst contractor (via Daugherty Business Solutions) responsible for requirements elicitation and documentation for Technology Pipeline Solutions division.

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- PM and BA on custom development project to convert Oracle BPM to IBM BPM software responsible for project oversight and reporting, and producing test-driven requirements documentation.

Dovetail, Interactive Director, 02/2007–10/2011

Manager of all interactive projects for local advertising agency: client relationship stewardship; proposal writing; estimating; cost, time and schedule management; project planning; requirements documentation; team leadership; development oversight; status reporting; quality assurance; delivery and closure.

- Three \$1M+ public-facing, website projects for SSM Healthcare, Missouri Baptist Medical Center and Maryville University with enterprise content management systems.
- Six B2C e-commerce website projects in health and wellness, apparel, office supplies and auto parts. Responsibilities included product catalog data creation, payment processing and shipping provider API integration.
- HealthConnect.com project: a \$1M+ web-based, patient health-management portal for Centric Health Resources with health-assessments, online learning, patient and physician forums and a blog.
- NuYu.com fitness website project with membership, assessment tools, social media and pay-per-click ad campaigns.
- Commercial real estate website projects with robust property search and company extranet.

James Bielefeldt Consulting, Independent Consultant, 04/2005–02/2007

Consultant assisting medium and small companies to improve their web presence by providing guidance and management through the entire project lifecycle.

Maritz Travel, Project Manager, 01/2006–09/2006

Project manager contractor (via Rose International) responsible for analysis of the processes used to develop travel and event registration websites by documenting workflows, finding inefficiencies and making recommendations to improve consistency in task execution and accuracy in reporting estimates to completion.

Mozaic LTD, Senior Project Manager, 01/2003–04/2005

Project manager of a team of 6-8 members for digital agency. Worked with agency account managers to concept solutions and create strategies to meet client business needs. Developed UIs, applications and databases. Client work: BJC HealthCare, LuxCo, Sprint, Margaritaville.

KPC Communications, Project Manager, 01/2001–01/2003

Project manager of a team of 10-12 members for advertising agency. Worked with agency account managers to concept solutions and create strategies to meet client business needs. Developed UIs, applications and databases. Client work: Anheuser-Busch, Domino Sugar, Francesco Rinaldi Pasta Sauce.

Education & Certifications

Southern Illinois University, B.A. Cinema and Photography

Project Management Institute, Project Management Professional (PMP) Certification