

# RODOLFO R. SILES

## SKILLS SUMMARY

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With 12 years of IT project management experience including planning, implementing and monitoring project plans, I have a solid background in project management methods, financial analysis, budgeting, and management of ICT operations in the field of international development. Additionally, I am knowledgeable in process reengineering and the development of ICT strategies. I possess the leadership skills necessary to coordinate activities and resources within and between units and to assess and evaluate an effective performance geared towards building a mission driven team environment.

## PROFESSIONAL EXPERIENCE

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2001 – Present      CARE USA, Atlanta Georgia,  
IT Director

Responsible for managing Information Technology projects of varying complexity and size initiated at a senior or executive management level, I have ensured that all resources required to support the project are identified and tracked to achieve cost, schedule and performance requirements while simultaneously providing leadership and project direction to technical staff and consultants. I have managed project teams through all phases of a project and ensured that their work was properly leveled and seamlessly integrated into one coordinated effort across the project cycle. I have managed that all the functional and highly technical project components produce project deliverables that are in alignment with the goals and objectives as defined by the project plan, meet quality standards, have appropriate risk mitigation plans and meet the overall objectives of the organization.

In my twelve years at CARE I have participated and lead a variety of IT projects. My responsibilities have included:

- Development of distant learning architectures to support CARE's elearning efforts ([www.careacademy.org](http://www.careacademy.org))
- Development and implementation of project management methodologies for IT projects and IT processes for managing customer relations, project portfolio management and program management.
- Management of an ICT capacity building program for IT managers from 30 country offices
- Development of the Project Monitoring and Evaluation Information System guidelines (DME-IS), a set of processes and methodologies to plan and manage a project information system to facilitate the decision making process in CARE's development projects.
- ICT advisor to the ECB project ([www.ecbproject.org](http://www.ecbproject.org)), involving 7 leading international development agencies jointly creating strategies and pilot projects to use ICT during emergency operations including Save the Children.
- NetHope Project Committee Chair and Vice Chair, development of the first project portfolio framework, portfolio analysis and reports to NetHope's Board.

- [what about the worldwide surveying efforts to determine the technology inventory and needs assessment which has been used as input for proposals for funding and for the IT unit's reformulation processes?]

1999 – 2001 CARE USA, Atlanta Georgia,  
FIS Project Director

Leading the effort for the worldwide rollout of a new Financial Information System (FIS), a \$6.3 million USD - project consisting on the implementation of a multi-language, multi-currency ERP system. This effort included the creation and management of project plans and resource evaluation. As Project Director I coordinated the implementation in 38 country offices and CARE's headquarters, managed relationships with country office staff, vendors, as well as supervising all the consultants for the project (altogether, a team of about x people). Furthermore, I was responsible for the efficient and effective delivery of the project objectives, the creation and implementation of strategic technology project plans, monitoring of results and evaluation for continuous improvements, ongoing supervision, leadership, support and guidance to project teams. Other key responsibilities included interviewing and selecting staff, provide training, developing individual operating plans, coaching, mentoring, and completing performance appraisals.

The FIS project was successfully implemented in 3 languages (Spanish, French, [whatever?]), in 38 countries, on time and within budget.

1996-1999 CARE Bolivia, La Paz  
Information Technology Manager, MIS

Manager of the Department of Information Technology, responsible for the preparation and implementation of IT strategies to support field operations. A key accomplishment was the development of a project information system to support the operations and information management efforts of development projects implemented by CARE Bolivia in the areas of health, natural resources, education, economic development, water and sanitation (Projects Budget of \$x million dollars/year). Lead the development of IT policies, operating procedures, and standards for the use of information technology and plans for the implementation and support of technology for the entire organization.

1995-1996 PROFIN Consultores S.A. La Paz, Bolivia  
Business Consulting Manager

Responsible for managing and coordinating projects and lead international teams of various disciplines for delivering projects under budget, on time and under the contracted specifications. Projects included industrial asset valuations, financial projections, market and industry and financial analysis for different clients that ranged from Cities and Local Governments to local banks. Preparation of bidding and procurement documents for various government projects in partnership with American, Latin American, and European companies in the areas of construction, consulting, environmental studies, and water projects.

1992-1994     Dillingham Construction Intl., La Paz, Bolivia and Singapore  
Office Engineer

General supervision and coordination of field work with owner representatives (US Government Foreign Building Office), manufacturers and US designers. Field Engineer in the construction of the new office building for the US Embassy in La Paz Bolivia and the construction of the new office building for the US Embassy in Singapore.

1992-1995     1990-1992     Atlas Consultants, La Paz, Bolivia  
Project Manager

In charge of developing budgets and project plans for construction projects in various parts of Bolivia including public schools and low income housing funded by the Bolivian Government Emergency Social Fund.

## EDUCATION

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Strategic Leadership Certificate  
Cornell University, eCornell

Project Management Professional, PMP  
Project Management Institute, PMI

Certificate on Advanced Project Management  
Stanford University

Master of Science in Management (MSM)  
Fulbright Scholarship (USIS-IIE)  
Stevens Institute of Technology

Bachelor of Science, Civil Engineering  
Bachelor of Science, Architectural Engineering  
University of Miami

Languages:  
English (fluent)  
Spanish (native)  
French (basic)

Computer skills: Microsoft Office Pro, MS SharePoint, MS FrontPage, MS Project, MS Visio. Certified IT Project +.