

Jose Romo-Martinez

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Summary

A former Division I NCAA Football Player, I am now channeling my ambition and dedication into a career in Business. My academic and athletic success is a exemplify my ambition to advance as a professional in all aspects of my life, with a particular focus on project management. The skills I've developed through my experiences in sports and healthcare inspire me to pursue new opportunities that will further enhance and leverage my skills in the business industry.

Education

Master of Business Administration, Florida Agricultural and Mechanical University, Tallahassee, FL. (August 2022 - December 2023)

Master of Public Administration, Florida Agricultural and Mechanical University, Tallahassee, FL. (August 2021 - August 2022)

Bachelor of Science, Biological Sciences; Health Care Professions, Delaware State University, Dover, DE. (August 2017 - December 2020) | GPA: 3.7

Experience

July 2023 - PRESENT

Tallahassee Memorial Hospital, Tallahassee, FL. – *Enterprise Project Management Office - Project Coordinator*

- Monitor progress to ensure alignment with client expectations while strictly adhering to hospital standards and healthcare regulations, maintaining infection control, patient privacy, and safe working conditions.
- Coordinate and track the advancement of both Construction and Business Systems projects, ensuring detailed maintenance of project documentation, floor plans, and other relevant information for Senior Project Managers and Directors.
- Manage procurement, onboarding, and resource planning to guarantee that our team meets deadlines, stays within budget, and has the necessary resources for each task and project.
- Communicate effectively with stakeholders providing updates on changes, risks, and status reports for all projects.

July 2023 – December 2023

Florida A&M University - *School of Business Industry - Graduate Assistant*

- Administrative Support: Assist with day-to-day operations of the athletic department, including scheduling, event planning, and coordination of team logistics.
- Player Development: Support Head and Assistant coaches in practice planning, game strategy, player evaluation, scouting reports, video analysis, and game preparation.

- Academic Support: Monitor and track student athletes' academic progress to ensure compliance with eligibility requirements. Advise student-athletes on balancing on their academic and athletic commitments, and coordinate with academic advisors and faculty to support their educational goals.

January 2022 - July 2022

Ruvos Software Company, Tallahassee FL. - Project Management Intern

- Monitor grant activities to assess progress, identify risks, and address any issues while maintaining effective communications with our leaders and relevant stakeholders.
- Monitoring service desk to ensure optimal performance, conduct workflows, and procedures to identify areas for improvement.
- Incident response coordination to respond to and resolve IT incidents and service disruptions.

July 2020 - July 2021

Teichert Pipelines Construction, Chino, CA. - Coordinator/Laborer

- Assist with site preparation, material handling, operating equipment, and site maintenance.
- Perform demolition, concrete projects, asphalt work, landscaping, and basic repairs.
- Report and documentation of project status while following safety protocols.

May 2020 - August 2020

INBRE University of Delaware, Newark, DE. - Student Research Intern

- Research the effects of COVID-19 on Implicit Asian Bias.
- Recruited volunteers, gathered requirements, and conducted interviews for the study.

January 2020 - July 2021

The Home Depot, Dover, DE. - Sales Associate

Relevant Skills

- Agile experience
- Bilingual (Spanish/English)
- Requirement Gathering
- Risk Management
- R Studio
- Project planning and execution
- Microsoft Office Suite
- Wrike (Project Management Software)
- Vizio
- Lean Project management

Honors

2023 HBCU NFL Combine and Legacy Bowl
National Football League (NFL), New Orleans, LA.
2022 Special Teams Player of the Year
BOXTOROW, Sports Illustrated., Florida A&M
2022 & 2021 HBCU All-American
Florida A&M University

2021 Coleman Special Teams Player of the Year
Florida A&M University
2x All-SWAC Player | Fall 2021, Fall 2022
Florida A&M University
3x All-MEAC Player | Fall 2018 - Fall 2020
Delaware State University