

Quiara Spuhler

Program Manager

Employment History

Program Manager at Maine Maritime Museum, ME

May 2022 - Present

- Led a team of 12 engineers in the development of 3 new products, which were released on time and within budget.
- Managed a \$2 million dollar budget for the engineering department.
- Negotiated with vendors to get better prices for materials and services.
- Wrote proposals that resulted in the company being awarded 4 new contracts.
- Implemented a new quality control system that reduced defects by 30%.
- Trained employees on how to use new software, resulting in increased productivity.

Senior Program Manager at Portland Museum of Art, ME

Jul 2021 - Apr 2022

- Led a team of 12 program managers and coordinators responsible for planning, developing, and managing \$6M annual budget.
- Successfully launched 3 new products in the market with innovative marketing campaigns which increased sales by 25%.
- Implemented an effective resource allocation system that helped reduce costs by 15% without compromising quality or service delivery.
- Negotiated and secured contracts worth \$3.5 million with high-profile clients such as ABC Corporation and XYZ Inc.
- Defined processes and best practices for project management across the organization, resulting in 30% reduction in cycle time for product development projects.
- Led cross-functional teams to develop detailed implementation plans for complex initiatives; successfully executed 5 major projects.

Lead Program Manager at Children's Museum & Theatre of Maine, ME

Sep 2015 - May 2021

- Led a team of 12 program managers who successfully delivered 20 large-scale projects worth \$120 million in revenue.
- Achieved project success rates of 85%, exceeding the company average by 10%.
- Implemented an innovative approach to project management that increased efficiency and reduced costs by 15%.
- Negotiated contracts with vendors that saved the company \$2 million over the course of 2 years.
- Authored 3 white papers on best practices in program management which were published in PMI's Project Management Journal.

Certificates

Certified Project Manager (CPM)

Feb 2021

Certified ScrumMaster

May 2019

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📍 7621 Bangor St, Portland, ME 04102

Education

Master of Science in Program Management at University of Maine, ME

Aug 2011 - May 2015

Scheduling, cost estimation, quality control, contract management, earned value management.

Links

[linkedin.com/in/quiaraspuhler](https://www.linkedin.com/in/quiaraspuhler)

Skills

Technical Writing

Requirements Gathering

Process Improvement

Resource Management

Budgeting and Forecasting

Project Scheduling

Risk Assessment

Languages

English

Bengali