

TARA MOORE, PMP

832-372-4793 
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Houston, TX 
Linkedin.com/in/tara-s-moore 

EDUCATION

B.A., Communication Studies
UNIVERSITY OF IOWA
1999 - 2003

B.A., Political Science
UNIVERSITY OF IOWA
1999 - 2003

CERTIFICATIONS

Project Management Professional (PMP)
Project Management Institute (PMI)

Work Management Core Certified
Monday.com

Project Manager & Engineer Certified
Procore Technologies Inc.

PROFICIENCIES

Program Management
Project & Engineering Management
Enterprise Resource Planning
Cross-functional Team Leadership
Contract Management & Negotiation
Risk Management
Budget & Forecasting
Strategic Planning
Product Development
Continuous Improvement
Change Management
Customer Engagement
Problem Solving
Documentation
Technical Writing
SDLC Methodologies (Waterfall, Scrum, Kanban)
Agile Methodology

TECHNICAL SKILLS

SAP
Oracle, Epicor, Procore, Monday.com
Primavera
Microsoft Office Suite
Microsoft Project
Microsoft Dynamics
Microsoft Visio
Microsoft SharePoint

CAREER SUMMARY

Program Management Leader with 20 years of experience driving large-scale biotech, engineering, IT, and operations projects across healthcare, oil & gas, utilities, aerospace, and energy sectors. Proven success building PMOs, leading cross-functional teams, and managing \$300M+ portfolios. Skilled in contract negotiation, WOS/ERP/PMO system implementations, and risk management. Recognized for delivering complex projects on time, within budget, and with improved profitability.

PROFESSIONAL EXPERIENCE

Castle Biosciences - Friendswood, TEXAS

PROGRAM MANAGER: PMO - CORPORATE & OPERATIONS | 2020 - Current

- Developed and institutionalized PMO Best Practices and Methodologies; led training initiatives to ensure consistent adoption across teams.
- Designed onboarding programs and training plans for Strategic Product Program Managers and Product Coordinators, accelerating integration and performance.
- Implemented Monday.com as the organization's first PMO Work Operating System (WOS); served as Executive Admin for 400+ employees, building all departmental workspaces and Castle templates, and leading onboarding and training.
- Appointed Special Projects Manager for Corporate & Operations, driving cross-functional initiatives and strategic execution.
- Built and managed PMO SharePoint infrastructure; authored the 2025 Business Case for platform enhancements to support evolving operational needs.
- Facilitated bi-weekly PMI-aligned training sessions to promote continuous learning and project excellence.
- Selected as Lead Mentor for the Women in Leadership program, fostering career development and empowerment.
- Oversaw Business Development intake management, ensuring strategic alignment and operational readiness.
- Led executive reviews for Corporate & Operations, managing confidential and high-priority items for CEO-level decision-making.

PROGRAM MANAGER: PMO - Strategic Products & Pipeline Initiatives

- Led two senior-level strategic product programs—MyPath Melanoma and DecisionDx-SCC—balancing high-level strategy with hands-on execution of detailed project plans.
- Directed three pipeline initiative projects from discovery through business case development and project approval, laying the foundation for successful execution.
- Established and documented all processes, guidelines, and reporting standards for the newly formed PMO; created executive-level reporting frameworks.
- Executed core project management functions, including risk and issue management, cross-functional scheduling, milestone tracking, and status communication.
- Acted as primary liaison for program core teams, ensuring alignment and synergy across multiple business units.
- Connected strategic and operational elements of program initiatives, applying end-to-end thinking to solve problems and deliver both short- and long-term value.
- Partnered with senior leadership, sales, stakeholders, and cross-functional teams to maintain clear communication and strategic alignment throughout the program lifecycle.
- Oversaw planning, resource management, and execution of programs, consistently delivering on time, within scope, and within budget.

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SBM OFFSHORE - HOUSTON, TEXAS

PROJECT PACKAGE MANAGER: ELECTRICAL & INSTRUMENTATION | 2020 - 2020

- Ensures that the package is executed in line with the Project Procurement Strategy (PPS) and effectively manages all tactical aspects of the package from RFQ, PO and post order management until final delivery closeout.
- Accountable for the successful delivery of the assigned package inclusive of proper application of Vendor Manufacturing Management (VMM) process and package dashboard reporting.
- Provides root cause analysis to define with vendor immediate corrective actions and share out comes when package is related to a strategic vendor and strategic category.
- Set-up the packages by collecting lessons learned, multi-disciplinary input and defining project package gates and planning accordingly.
- Conducts internal contract checkpoints, provides active support to Project Buyer for contractual risk management and vendor claim management.
- Provides support and participation in construction/integration, pre-commissioning and commissioning activities.

MORI ASSOCIATES, NASA - JOHNSON SPACE CENTER - HOUSTON, TEXAS

PMO MANAGER: PROJECT MANAGEMENT, SYSTEMS ENGINEERING | 2019 - 2019

- Reported to MORI Headquarters & COMIT PMO Director, providing accurate, effective and timely reporting on all business issues.
- Responsible for the overall Project Management customer commitments pertaining to customer satisfaction, financials, schedules and quality.
- Ensured clear communication and understanding of project status, changes and performance to the customer and MORI Headquarters and COMIT PMO Director.
- Reconstructed Best in Class PM standard operating procedures, plans, roles and responsibilities, checklists, website and training center.
- Responsible for high-level relationship management with customers and current and future business partners.
- Facilitated bi-weekly PM roundups, weekly contract Project Management Review (PMR) meetings, special project actions item training and improvements.
- Directed the preparation of project proposals, business plans, proposal work statements and specifications, operating budget and financial terms/conditions of the contract. Directs contract proposals, past performances and proposal reviews for new incoming business throughout the year.
- Worked with PMO Director and Headquarters to identify monthly contract needs, task requirements, areas of emphasis, corrective action reports and opportunities to expand MORI's business with the customer's organization.
- Reported on active risks and creates opportunities to manage the operational or market risks for PM.
- Oversaw the project life cycle for implementation of IT, Communication, Multimedia, Security and Configuration Management Services, by implementing and providing guidance, enhancements and training on PMO processes and policies, while overseeing the work of the PM staff and functional leads.

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AETI & M&I ELECTRIC, LLC - HOUSTON, TEXAS

PMO DIRECTOR: PROJECT ENGINEERING, PROJECT MANAGEMENT, DOCUMENT CONTROL | 2017 - 2019

- Championed management disciplines and provided processes, structures and tools, for individual project managers, documentation specialists and PDC electrical engineers, across the organization.
- Drove a culture of continuous improvement, throughout the company, by eliminating misconceptions of an Electrical PDC driven corporation and the need within the industry.
- Created the first PMO, along with realigning all internal ISO procedures, to reflect a change of organization from an operations driven approach, to an overall PMO.
- Adapted an overall ERP system (Procore Construction), to align and equip the company's growth and ERP Intellects.
- Responsible for all contract negotiations, risk management, organizational development and strategic integration, on a day-by-day interaction with bid reviews, contract and estimate review.
- Primary mission was preparing the company for continued growth, by innovating and teaching a lean organization. Creating a culture of processes and standards ultimately reflects a streamlined quality product, on time and within budget.
- Developed & maintained the company best practices and Procore training center for new hires. Continuous training and operations workflows, manned within the PMO group. Resulting in an overall engaged team.
- Established the first SME operation organization, to promote continual growth and training within M&I, LLC.
- Evaluated actual performance against the project plan and adjusted consistent with plan objectives.

CE POWER, LLC - CINCINNATI, OH (REMOTE)

SENIOR PROJECT & DEVELOPMENT MANAGER: PROJECT ENGINEERING GROUP | 2015 - 2017

- Maintained project budgets using Epicor financial forecasting tools, while monitoring Profit / Loss for all projects for a concurrent backlog over \$20Million: USBOR- Hoover Dam & Morrow Point Dam, Indiana Power & Light, American Electric Power and Energy.
- Monitored scope by initiating internal or external commercial change requests for all changes to base-lined scope.
- Utilized continuous process improvements, to review and influence business and employee development processes, improve company policies and programs, and create solutions with implantation strategies.
- Supervised Field Service Technicians, Project Engineers, Project Specialist, Service Associate for all projects. Including the coordination of personnel and equipment to sites, contractors and over site for cost and revenue adjustments and accruals.
- Coordinated and oversaw meetings between engineers, fabrication shop employees, vendors' contractors and customers, including construction AUTOCAD drawing reviews, capacity planning, and customer and vendor inspections.
- Supervised, trained and mentored new employees, including weekly training sessions and recaps as well as lessons learned and progress status updates using S.M.A.R.T. Goal setting and tracking.
- Managed weekly progress schedules utilizing MS Project software, addressing any lags or leads in each schedule for all deliverables and communicating to appropriate stakeholders any solutions or potential impacts.
- Evaluated project status' by creating, maintaining, and distributing all relevant project information and reports for financial and schedule progress to date, and forecasts by utilizing information from various sources.

POWELL INDUSTRIES - HOUSTON, TEXAS

MANAGER OF PROJECT MANAGEMENT: GLOBAL SERVICES DIVISION | 2007 - 2015

- Developed, implemented and managed a 3-year strategic globalization plan from a Program Management level by instructing divisional Supervisors & Master Scheduling on Global Service strategies and processes.
- Lead and developed a team of 37 direct and indirect reports. All Oracle Analytics P/L responsibility in excess of \$60M sales and operations performance achieved.
- Provided a communication interface between internal and external customers both domestic and international. Maintained company focus on the 6 key accounts, CE Power (Domestic), Chevron (Domestic & International), ExxonMobil (Domestic & International), Enbridge (International), Air Products (Domestic & International), CB&I/Reficar Refinery (International)
- Monitored Analytics costs, forecasted costs, budgeted costs and financials against monthly, quarterly and annual objectives.
- Implemented training programs (I Speak Communication 101, Continual Education Classes, Oracle 101, and PMI Prep.

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- Created and maintained a GP change management goal in excess of additional 2% GP all while adding to the increase in record profits.
- Responsible for managing Project Management resources and reorganizing Global Service functional job descriptions.
- Created and maintained all Individual Development Plans, Reviews and Project Management annual objectives.

SUPERVISOR / MANAGER OF PROJECT MANAGEMENT: ELECTRICAL DIVISION

- Supervised and coordinated all aspects of customer orders from Oracle order entry through shipment, including order validation, Primavera scheduling coordination with production, change order negotiations, coordination of customer visits and facilitates between customer and QA department.
- Resolved all order related issues with a focus on Oracle Analytics P/L driven commercial and contractual obligations. Responsible for achieving over \$320M in sales all while shipping 92% of projects on time.
- Provided proactive leadership and direction for a group of 25 Project Managers, through group and one-on-one training, motivation and marketing. Provided weekly training sessions for the Project Management team along with Sales & Estimating.
- Attended/Chaired weekly production, capacity and jobs in trouble meetings to resolve issues and provide status updates.
- Responsible for writing and maintaining Best Practice Guidelines, which Powell Electric models itself from.
- Executive PM Sponsor for successfully supervising 20 power control substations for Reficar Project Cartagena, Colombia worth an estimated \$90M ultimately achieving over \$110M throughout project lifecycle.
- Created and maintained a GP change management goal in excess of additional 3.5% GPM, while adding to the increase in record profits 2010-2013.
- Successful multi-million dollar projects include – Chevron Bangladesh, Fenix Power Peru, Wescosa Saudi Arabia, Bechtel Chile, Dow Gulfstream, Sadara Chemical Complex, Tapis EOR Rejuvenation Malaysia, Hebron Exxon Mobile, Fluor CP Chemical, Black & Veatch TECO, MSP Chevron Angola, AMEC Kearn Oil Sands

SUPERVISOR OF PROJECT MANAGEMENT, POST SALES SERVICE & WARRANTY

- Assisted in defining and staffing an effective team within the Project Management Department of eight employees.
- Developed and implemented a Ship Loose process used by the logistics department to minimize customer issues shipped from our facility. Reduced by over 50% of Ship Loose Warranty Claims resulting in substantial monetary savings.
- Responsible for the mitigation and reconciliation of customers' Post Sale Service and Warranty issues submitted by Project Management. Worked with the group members on how to successfully triage a Problem Report.
- Enhanced customer service by reducing initial response time to 24 to 48 hours after initial contact and implemented processes encouraging immediate customer contact.
- Responsible for meeting and exceeding a 6-million-dollar spare parts budget for Domestic and International Customers.
- Instrumental in creating, training and encouraging the use of group Oracle processes and procedures within our Best Practice Guidelines.

PROJECT MANAGER: ELECTRICAL DIVISION

- Lead multiple power distribution projects for heavy industry customers throughout the globe.
- Consistent increases in revenue for Powell and end-users, by aggressively lowering and maintaining Oracle Analytics project costs and achieving revenue gains through early start-up and commissioning of projects.
- Developed project schedules, order entry documents and managed change order communication all while maintaining anywhere from 30-50-million-dollar backlog.
- Responsible for all major project P/L oversight to accomplish a prosperous GP.
- Sole point of contact for several customers at one time throughout the project life cycle- B&M Minnkota Power, PCS Phosphate, Air Products and Technip Global, Mitsubishi Colombia, BP Texas City, Shaw Stone & Webster East Coast.
- Direct multiple functional groups including engineering, production, purchasing and logistics to ensure timely delivery of products.
- Facilitated Oracle training experience for new employees within the project coordination group.