

# Dan Zemaitis, MBA, PMP, CSQE, CSM, SA, ITIL

## Senior Project Manager

### HIGHER EDUCATION - PROFESSIONAL EXPERIENCE

#### **Instructor**

Michigan State University  
*East Lansing, MI*

January 2016 to Present

- Taught Project Management classes in the Masters of Accounting and Masters of Business Administration programs based on Project Management Institute (PMI) guidelines.
- Integrated agile and lean techniques into class material

#### **Distinguished Adjunct Faculty**

Davenport University  
*Livonia, MI and Lansing, MI campuses*

September 2009 to Present

- Classes included Project Management, Unix/linux operating systems and Microsoft Excel.
- Conducted business seminars for Davenport's Institute for Professional Excellence (IPEX) in Project Quality Management and Microsoft Project
- Facilitated independent study sessions on the topics of Computer Security and Business Ethics

#### **Adjunct Faculty**

Washtenaw Community College  
*Ann Arbor, MI*

September 2008 to December, 2010

Classes included Unix/linux operating system, Systems Analysis and Design and Intro to Computer Science

#### **Adjunct Faculty**

Axia College (online)

July 2008 to March 2014

Taught online classes in Systems Analysis and Design

## PROFESSIONAL EXPERIENCE

**Senior Project Manager** (Contract position)  
*Dewpoint, Lansing, MI*

June 2016 to Present

Project Control Office  
Enterprise Project Management Office (ePMO)  
State of Michigan, Department of Treasury

- All assigned projects completed on time and under budget.
- Analytics Project  
Managed an urgent project from the Michigan Legislature to evaluate and recommend Data Analytics tools to be used by local government units within the state. This project met the Michigan Legislature's "hard date" for completion and was completed within budget.
- SAP System Optimization/Stabilization  
Conducted Initiation through Close of an in-progress I.T. Investment Fund (ITIF) project, including all artifacts and funding justification.
- City of Detroit Tax Year End Changes 2017  
Managed the City of Detroit Individual Income, Corporate, and Withholding Taxes for 2017 year-end. This system generates \$790 million USD of revenue annually for the City of Detroit. The project was completed on time and under the \$547,300 budget
- SAP Business Tax YE Changes  
Managed the tax year-end project for Michigan Business Tax (MBT), Sales Use and Withholding (SUW) and Corporate Income Tax (CIT) for the 2017 tax year. The project was completed on time and under the \$733,900 budget

Project Control Office  
State of Michigan, Licensing and Regulatory Affairs (LARA)

Corporate Online Filing System (COFS) with the following responsibilities:

- Provide project oversight for a vendor-managed implementation of a purchased application
- Conduct a weekly infrastructure meeting related to the project
- Proposed, trained and consulted on the implementation of statistically relevant testing standard (ANSI Z1.4) for User Acceptance Testing
- Coordinate the completion of the State Security Form (DTMB-0170)
- Process change requests through completion
- Use of ChangePoint, SharePoint And Microsoft Team Foundation Series (TFS) tools for project management
- Utilization of the State of Michigan, State Unified State Unified Information Technology Environment (SUITE) tools, templates and processes

## PROFESSIONAL EXPERIENCE - Continued

### Assistant Director

January 2013 to June 2016

*Michigan State University, East Lansing, MI*

University Systems

- Facilitated a department-wide team to establish Project Management Institute (PMI) compliant project management methodology, tools and templates
- Accountable for all planning, project oversight and project management for the University's middleware and development teams
- Responsible for eCommerce in a Payment Card Industry (PCI) compliant environment that has generated more than \$2 Billion USD in transactions. Implemented formal testing methodologies to improve auditability and reduce risk
- Responsible for SharePoint support. Implemented a lean e-Kanban system to manage workload
- Took over two distressed projects, Athletic Compliance and Spartan Impact Data Warehouse <http://mispartanimpact.msu.edu/> and brought them to successful completion

### Project Manager Deployed as an Information Technology (IT) Manager

September 2004 to January 2013

*Compuware / Detroit Medical Center, Detroit, MI*

- Managed successful project implementations of McKesson's CareEnhance Call Center (Customer Relationship Management) and TheraDoc's Disease Management System
- Managed the Data Warehouse (Business Objects XI), Web Development Services and numerous projects
- Responsible for support of Corporate Marketing, Call Center and Customer Service departments

### Director, Application Development

September 2003 to October 2004

*Edcor Corporation Pontiac, MI*

- Developed and supported cloud applications for Fortune 1000 companies
- Managed staff of 20-40 managers, technical leads and developers
- Reduced outstanding backlog of "Incident Requests" from more than 400 to less than 80

### IT Manager

January 2001 to August 2003

*MSX International, Auburn Hills, MI*

- Member of a management team that turned a failing business in a recessionary economy into a profitable, expanding entity
- Managed all IT staff for three business units, including managers, project managers, developers, technical support, quality and call center personnel
- Managed the organization's first offshore development project (India)
- Managed, coordinated and integrated projects on a global basis
- Reduced IT. departmental costs by more than \$1,000,000 in first year
- Estimated / quoted multi-million dollar technical solutions to clients

## PROFESSIONAL EXPERIENCE - Continued

### Director, IS Project Management

September 1996 to November 2000

*King Pharmaceuticals / Parke-Davis Pharmaceuticals, Rochester, MI*

- Installed and administered an FDA-compliant Training System
- Provided and maintained IT infrastructure to support corporate strategies and goals
- Formulation and adherence to project plans and budgets; Integration and coordination between executive management and users
- Successful implementation and ongoing technical support of Document Management System consisting of Oracle database, Hewlett-Packard 9000 server and Documentum™ software
- Completed application implementation utilizing Windows NT, and SQL Server and MS-Access

## EDUCATION

### Michigan State University

Masters of Business Administration (MBA)

### University of Detroit-Mercy

Bachelors of Business Administration

## PROFESSIONAL CERTIFICATIONS

### 1) Project Management Professional (PMP)

Project Management Institute

[www.pmi.org](http://www.pmi.org)

PMP Certification Number: 502798

Certification date: 12-18-2007

Certification expires: 12-17-2020

### 2) Certified Software Quality Engineer (CSQE)

American Society for Quality (ASQ)

[www.asq.org](http://www.asq.org)

Member number: 63683847

Certification date: 6-7-2008

Certification expires: 6-30-2020

### 3) Certified ScrumMaster (CSM)

The Scrum Alliance

<https://www.scrumalliance.org/>

Certification ID: [371633](#)

Membership ID: 42918033

Certification date: 11-14-2014

Certification expires: 10-21-2018

## PROFESSIONAL CERTIFICATIONS - Continued

**4) SAFe 4 Certified Agilist (SA)**

Scaled Agile Framework

<https://www.scaledagile.com/>

Certificate ID: 76980143-0284

Certification date: 12-11-2017

Certification expires: 12-10-2018

**5) IT Infrastructure Library V3 Foundations (ITIL)**

Office of Government Commerce

<https://www.gov.uk/government/publications/best-management-practice-portfolio/about-the-office-of-government-commerce>

Certification date: 1-8-2010

No expiration

**6) Payment Card Industry Professional (PCIP)**

<https://www.pcisecuritystandards.org/>

Payment Card Industry

PCIP Code: 1001-460

Certification date: 11-11-2013

Certification expired: 11-11-16