

Karisa Allen

Director of Project Management · PMO Leadership

Open to consulting, contract, part-time & full-time

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Summary

Project management leader with 20+ years building and running PMOs, standing up delivery process from scratch, and leading teams of project managers. I focus on the systems that make delivery repeatable: estimation frameworks, resourcing models, budget tracking, and the reporting that leadership actually trusts. Certified Scrum Master, fluent across agile and waterfall.

Core Competencies

PMO Leadership & Governance · Process Design & Optimization · Project Delivery & Execution · Team Leadership & Mentorship · Budget Management & Optimization · Resource & Capacity Planning · SOW & Contract Management · Agile / Waterfall / Scrum (CSM) · Client Relationship Management · AI & Workflow Automation

Experience

Group Director, Project Management

Oct 2023 – Aug 2026

Near&Dear (formerly Moontide) · El Segundo, CA

- Led PMO strategy and governance, overseeing multi-workstream budgets, resource allocation, and delivery.
- Implemented new project management systems and time tracking initiatives across the organization.
- Improved estimate accuracy by 30%+ and cut budget review cycle time by 50% through rebuilt process and AI-assisted tooling.
- Managed, mentored, and advocated for team members on performance, career growth, and conflict resolution.

Chief of Staff / Director, Project & Program Management

Oct 2015 – Jul 2023

Mavice · Primary client: Ford Motor Company

- Managed multiple project teams and workstreams across waterfall and agile delivery.
- Created PM processes that improved collaboration and productivity across multiple agencies and internal teams.
- Led scoping, requirements gathering, and estimation for ongoing programs.
- Mentored internal PM staff and built performance enhancement plans.

Partner / Owner, Operations Director

Feb 2013 – Jan 2015

The Glue · Boutique digital agency

- Established every delivery process, template, and operational standard for a new agency.
- Owned project delivery and client relationships across all accounts.

Program Director

Jan 2009 – Apr 2013

Rosetta (a Publicis Company) / Level Studios

- Named Employee of the Year (2012). Coached teams of Project Managers and Project Coordinators into a high-performance delivery culture.
- Managed comprehensive project budgets and weekly financial projections.

Education

B.S. Computer Information Systems / Business Management
Westfield State University

Certification & Tools

Certified Scrum Master (CSM)
Claude Design · Claude Code · ChatGPT · GenSpark AI · Smartsheet · JIRA ·
Confluence · Trello · Figma · AEM

Earlier roles: Senior Project Manager at Genex (Honda/Acura) and MRM/McCann (Microsoft), 2005–2009. Additional clients include Sony Pictures, CAA, ING, and Mass Mutual.