

Maria Isabel Franco, MBA, PMP, LSSBB

(561) 866-7145 | Franco.Maria.Isabel@outlook.com | linkedin.com/in/maria-franco-pmp | Boynton Beach, FL

SUMMARY

Portfolio analytics and financial insights professional with 12+ years of experience supporting enterprise technology portfolios through dashboards, financial analysis, resource capacity planning, process improvement, and executive decision support.

CORE EXPERTISE

Portfolio Analytics & Insights | Portfolio Performance & Health Analysis | Financial Analysis, Forecasting & Variance Management | Budget, Actuals, Burn Rate & Investment Tracking | Executive Reporting, Storytelling & Decision Support | Power BI Dashboards | Resource Planning | Process Improvement, Automation & Workflow Optimization | AI-Enabled Analysis, Microsoft Copilot & Agentic AI | Power Apps & Power Automate | PMO Modernization & Business Transformation | Risk, Issue & Dependency Analysis

PROFESSIONAL EXPERIENCE

Nova Southeastern University, Fort Lauderdale, FL - **Director, IT Operations - Budgets, Contracts & Capital** | 2017 - 2026

- Replaced manual portfolio reporting by designing and building a Power BI dashboard, providing department heads and project teams with visibility into burn and year-to-date spend across the enterprise technology portfolio.
- Owned the financial analysis and planning for the enterprise Technology portfolio, reporting monthly variance and reforecasting to keep spend, timekeeping, and invoicing accurate and audit-ready for executive review.
- Maintained executive visibility across the portfolio through KPI dashboards, status reporting, and governance reviews, identifying and mitigating risks, issues, and dependencies before they reached delivery dates and protected schedule commitments.
- Automated the university's contract management process, retiring manual paper-based records and shortening processing time while improving compliance visibility across every requesting department enterprise-wide.
- Standardized electronic signature and document routing through enterprise DocuSign Advanced Workflows across IT, Legal, Finance, and Procurement, eliminating manual bottlenecks and enabling scalable, audit-ready contract execution. Automated over 400 paper based manual processes converting them into on-line self-service workflows.
- Managed full lifecycle delivery for multiple enterprise SaaS implementations, coordinating requirements gathering, vendor selection, testing, deployment, and post-production support within approved scope, schedule, and budget.
- Directed a portfolio of strategic and operating initiatives across a \$52M IT estate, translating strategic priorities into coordinated execution across IT, Finance, Legal, HR, and Procurement, departments that did not otherwise share a delivery process.

Nova Southeastern University, Fort Lauderdale, FL - **PMO Resource Manager** | 2014 - 2017

- Published portfolio dashboards tracking budget utilization, resource allocation, schedule adherence, and delivery performance across concurrent initiatives, giving leadership a single, reliable source of truth for status reporting.
- Structured five-year capital planning and financial forecasting cycles, supporting executive approval workflows and aligning multi-year technology budgets to operational, contractual, and regulatory commitments across the portfolio.
- Conducted resource capacity planning and workforce forecasting, aligning project and operational demand against available capacity, approved budget, and committed timelines across concurrent, competing-priority initiatives.

- Standardized how project data was captured, updated, and audited across a multi-project portfolio, administering the PMO information system used for governance, prioritization, and executive decision-making.
- Coordinated with project managers and department leaders to resolve resource conflicts, track task accountability, and improve portfolio execution performance across concurrent projects with overlapping deadlines.
- Managed the IT department operating budget alongside enterprise project coordination, giving leadership real-time transparency over committed spend, invoicing status, and delivery progress across every active departmental initiative.

EDUCATION

Master of Business Administration (MBA), Finance

Nova Southeastern University

Graduate Studies, Data Analytics

Nova Southeastern University

Bachelor of Science (B.S.), Finance

Florida Atlantic University

CERTIFICATIONS & TECHNICAL SKILLS

Certifications: PMP® | LSSBB | CSM | CSPO | Microsoft Power BI Data Analyst (PL-300, In Progress)

Technology & AI: Microsoft 365 & Technologies: Excel | PowerPoint | SharePoint | Power BI | Power Apps | Power Automate | Microsoft Copilot | Azure DevOps | AI Agent Development | Agentic AI Tools | Claude, Anthropic | ServiceNow |

Languages: Bilingual English & Spanish

COMMUNITY LEADERSHIP

Project Management Institute (PMI), South Florida Chapter - **Volunteer Project Manager** | 2026