

Print

Application For Appointment/Reappointment - Submission #24574

Date Submitted: 2/4/2026

Name of Board or Boards for which you are applying:*

Historic Preservation Board

Name:*

Scarlet Agudelo

Home Address:*

326 Fernandina Street

City:*

Fort Pierce

State:*

FL

Zip:*

34949

How long at this address?*

July 2025

Telephone Number*

6282763655

If less than two years, provide prior address:

3210 Cumbrian Court, Walnut Creek, California, 94598

Are you a citizen of the United States? *

Yes

No

Occupation: *

Project Manager

Employer:*

Self-Employed

Do you own a business that operates within the City of Fort Pierce?*

Yes

No

If yes, list the address and nature of said business:

Airbnb - Same Address

Do you now or in the future plan to do business with the City of Fort Pierce or the Fort Pierce Utilities Authority(FPUA)?*

Yes

Yes

No

If yes, in which organization and in what capacity?

Airbnb

Are you employed by a business that is located within the City of Fort Pierce?*

Yes

No

If yes, state the business and location:

Do you have special training or knowledge in the area of:

Engineering:*

Yes

No

Architecture:*

Yes

No

Real Estate Brokering:*

Yes

No

Finanace/Accounting:*

Yes

No

NO

Contracting:*

Yes

No

Land Development:*

Yes

No

Utilities:

Yes

No

Management:*

Yes

No

Describe your professional background and what expertise you will bring to this Board. (Attach your resume or other applicable information below if desired) *

Project Management Skillset

Are you currently a member of a Commission-appointed board/committee?*

Yes

No

If yes, please specify:

Have you ever been convicted of a felony?*

Yes

No

If yes, what was the nature of the crime(s) you were convicted of:

N/A

If appointed, are you willing to attend a training session which could last several hours?*

Yes

No

Referred by:*

N/A

Applicant Email Address:*

agudelo.scarlet@gmail.com

Date:*

02/04/2026

Applicant's Signature:*

Scarlet Agudelo

APPLICATIONS EXPIRE 6 MONTHS FROM THE DATE OF SUBMISSION. PLEASE REAPPLY AS OFTEN AS DESIRED.

For additional information, please contact the City Clerk's Office at 772.467.3065 or email lcox@cityoffortpierce.com.

Upload Resume (Optional)

ScarletAgudelo_PMOProjectCoordinator.docx

SCARLET AGUDELO, CSM, CSPO

agudelo.scarlet@gmail.com

(628)276.3655

PMO Financial Project Coordinator & IT Project Manager - AGILE PROFICIENCY

PROFESSIONAL PROFILE

- 7+ years of experience in Project Coordination and Project Management in the financial field. Certified Scrum Master (CSM) and Scrum Product Owner (CSPO).
- Substantial expertise in Project Management Life Cycle (PMLC) and System Development Life Cycle (SDLC) using Waterfall and Agile methodologies. Experience with managing project budgets, project scope, and charters.
- Oversee the approval process for project cost plans to ensure alignment with budgetary goals.
- Diligent in preparing and presenting reports to Senior Leadership Teams, including forecast analysis and sign-offs, with strong verbal and written communication skills.
- Detail-oriented in project reporting and tracking, including steering committee reporting, executive reporting, and program reporting. Collaborate with Large and Project Leads to establish comprehensive project cost and budget plans in Clarity.
- Experience in leading, planning, and managing documentation for project releases using Jira management tools.
- Liaise with the Enterprise Project Management Office (EPMO) and IT Budget Controller to resolve issues related to cost and budget plans.
- Excellent coordination skills in organizing teams and resource allocation, as well as onboarding and offboarding of local and remote resources, including development teams in South Asia, Latin America, and North American third-party consultants. Manage the tracking and reporting of monthly project accruals and reclassification of non-labor expenses.
- Goal-oriented to urgently meet project budgets, objectives, deadlines, and expectations.
- Detail-oriented when processing invoices and timesheets and using time-tracking tools to provide top-notch financial reports for reconciliation with accounts payable.
- Strong analytic capabilities and effective in articulating ideas for process improvement. Prepare and distribute weekly/monthly reports to monitor portfolio costs against forecasts and actual expenditures.
- Advanced user of Microsoft Outlook, Microsoft Project, Microsoft Office Suite, and various time tracking tools, including Planview, Clarity PPM, OWB, and HP PPM. Avid SharePoint user and contributor.
- Bilingual in English and Spanish.

WORK EXPERIENCE

Project Coordinator, Northern California Complex

October 2022 – February 2024

Wealth Management, Royal Bank of Canada (San Francisco, California)

- Provide backup support for the Complex Director while working closely with the Project Managers and Financial Advisors to obtain updates from the different Northern California offices.
- Provide support to the different project managers and financial advisors on their projects.
- Establish and maintain open communication channels with peers and managers across the Complex.
- Provide general office support, including booking meeting rooms, ordering supplies, mail distribution, facilities management, setting up new resources, hiring packages, and budget management.
- Work cooperatively with the entire national Project Coordinator team to implement best practices in the Complex.
- Provide weekly status updates to the Project Managers and Financial Advisors across the Complex offices.
- Supports onboarding and offboarding of Financial Advisors and their teams while keeping the Complex distribution lists updated for communication purposes across the different lines of business.
- To maintain the accuracy of the Complex Director's communication with executives, weekly follow-ups on Salesforce logs and potential recruits' information are needed.

Project Control Officer, Project Management Office (PMO)**April 2021 – September 2022****Technology and Operations - Canadian Personal and Business Banking, Bank of Montreal (Toronto, Canada)**

- Supporting the Home Buying Transformation Program, which enhances the home-buying experience of customers through a simplified application process while combining a technology refresh with new business model changes.
- The Home Buying Transformation Program is a digitization program with three phases: Journey 1: Application Initiation, Customer Portal; Journey 2: Credit and Property Assessment, Information Verification; and Journey 3: Document Upload and Management, Offers, and Closing.
- Managing communication with stakeholders and senior management to facilitate regular status reporting, key project data, meeting materials, and action items.
- Hosting program risk log review meetings and bi-weekly working committees with all project managers.
- Administrator of the program and projects in the Confluence and Jira portals.
- I manage the financials of the different journeys and projects via Clarity. I monitor the actuals with the program and project managers to review forecasting and actuals against budgets.
- Leading the kick-off meetings to migrate projects from the waterfall to agile methodology.
- Full remote working capabilities.

Project Control Officer, Program Management Office (PgMO)**August 2018 – September 2020****Capital Markets, Royal Bank of Canada (Toronto, Canada)**

- Supported the Program Management Office (PgMO) that managed the Trading Book Modernization Portfolio of 3 programs and their workstream projects for the Capital Markets division's regulatory compliance (\$3M budget). Workstreams included financials, processes, and resource allocation.
- Collaborated to develop, manage, and optimize the portfolio → program → project management methodologies and disciplines.
- Responsible for the consolidated progress report for senior management, using strong communication skills to direct and collect input from all other project managers in the program.
- Moderated weekly project managers' meetings and hosted steering committee meetings and executive committees with assertive and clear communication proficiency.
- Managed the financials of the book of work, monitored the actuals, and worked with the program and project managers to review forecasting and actuals against budgets.
- Managed end-to-end financials and led PMO meetings to request funding to support project delivery, comparing weekly & monthly forecasts vs. actual expenditure.
- Established and developed communications and the strategic framework to introduce change in how the PMO team manages projects by implementing Agile methodologies.
- Used Jira and Confluence tools to track project and program progress, milestones, risk, and issues management. Lead the continuous e-learning Jira and Confluence initiative for other project managers to share best practices and implement new processes to improve reporting.
- Liaised with back office, audit, and OSFI to collect needed information on program status and proactively supported collecting/analyzing program-level risks and issues. Monitored program log maintenance, in addition to the management and analysis of program-level change requests.
- Created process for remote onboarding and offboarding of resources due to COVID-19 and the transition to virtual meetings, including working-from-home equipment, hardware management, and cloud applications.

Project Control Officer, Collections and Recoveries for Retail and Small Business, Scotiabank (Toronto, Canada)**March 2018 – August 2018**

- Responsible for maintaining the project plan, scheduling, and assigning the scope of work to different project stakeholders.
- Worked with project stakeholders to identify, document, monitor, and assess all intra- and inter-workstream dependencies and owned all aspects of program-level progress, risk, issue, and change-related reporting.
- Responsible for deep diving into workstream issues to drive the implementation of the new Loss Mitigation Tools, including the Yosemite project for Canada and International Business.
- Milestone tracking and deliverables manager to ensure on-time execution of the project plan. Resolution of cross-stream issues, up to and including the executive level.
- Prepared high-quality, timely, and accurate progress reporting and owned all project-level status reporting, risks/issues, decision collection, change analysis, and project plan updates.

- Developed and maintained a consolidated project plan that incorporated all the project's business, technology, and operational aspects. This involved planning, securing, and scheduling resources, implementing strategies, maintaining detailed project plans, monitoring progress against planned objectives, and obtaining consensus and cooperation from project team members, senior management, and partners.
- Provided strong leadership, hosted regular project meetings, and provided ongoing communication of project status, identification, and management of dependencies to ensure continuous momentum throughout the program lifecycle against a background of changing and conflicting priorities.
- Championed a high-performance culture in a fast-paced, dynamic, and complex retail banking environment while contributing to an inclusive workspace.

**Project Control Officer, Technology Retail Delivery & Support
Canadian Tire Corporation (Toronto, Canada)**

June 2016 – December 2017

- Designed and managed the Project Schedule for program consumption. Monitored, controlled, and tracked progress closely with stakeholders to ensure accurate and timely updates.
- Built Jira templates and dashboards for customized views of the project data specific to each team and line of business.
- Created Agile process flow in Jira to move tasks from one activity to the next for every project team. It also supported Scrum masters across the company in customizing Jira for their project requirements.
- Created, tracked, and updated program artifacts, detailed RAID log, project schedule, and team RACI.
- Planned, managed, and delivered all types of work by utilizing Planview's (Clarity) IT project portfolio management software. It provided a comprehensive approach across project schedules, work, collaboration, milestones, backlog, and resources to manage performance and ensure on-time delivery.
- Delivered project management activities to successfully execute a high-profile IT/Business initiative comprising Corporate & Dealer stakeholders (Dealer Dashboard) and other software and database upgrade projects.

**Project Control Officer, IT Delivery
Travelers Insurance (Toronto, Canada)**

September 2014 – March 2016

- Created Jira project workflows, including field configurations, screen schemes, permission schemes, and notification schemes.
- Created bi-weekly and monthly Project schedule Variance Reports to determine a high-level outlook on project milestones and upcoming tasks.
- Managed the project SharePoint repository of project artifacts and templates.
- Worked in sync with several project managers, directors, and vice presidents, liaising with various onshore and offshore resources and multiple departments, executives, and stakeholders.
- Supported the project portfolio management in scheduling priority work for implementation using the Agile methodology.
- Facilitated the estimation and forecast process to ensure the completion of tasks per their priority and initiated a sense of urgency among project managers and developers when needed.
- Supported the project managers with developing and maintaining resource plans and consolidated them into a master plan to manage the overall portfolio resources.

EDUCATION

Introduction to Project Management Course

George Brown College (2017)

Scrum Product Owner® and Scrum Master® Certification

Scrum Alliance Certificate ID: 596996 (2017)

Scrum Alliance Certificate ID: 596996 (2016)

Universidad del Norte, Colombia

Bachelor of Arts, Journalism and Corporate Communication Studies (2004)