

KELLY RUSH, PMP®

Strategic Program Manager | Workflow and Operations Expert

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PROFESSIONAL SUMMARY

Program Management Consultant (PMP®) with 15+ years of professional expertise, including recent experience driving program initiatives at tech leaders like Microsoft and Meta. Expert at translating complex requirements into scalable workflows, orchestrating cross-functional teams, and optimizing Rhythm of Business (ROB). Actively applies Human-in-the-Loop (HITL) AI solutions to solve operational bottlenecks, accelerate research, and continuously refine execution. Passionate about serving as a strategic advisory partner to visionary leadership, bridging the gap between ambitious innovation and scalable, ground-level execution.

CORE COMPETENCIES

- **Project & Program Leadership:** Agile & Hybrid Delivery Frameworks, Proactive Risk Mitigation, Matrixed Stakeholder Alignment, Strategic Execution & Roadmapping, PMIS.
- **Automation:** AI-Native Tooling (Low-Code/No-Code), Human-in-the-Loop (HITL) Methodologies, Workflow Automation, Tech Stack Optimization.
- **Business Operations:** Process Optimization, Scalable Infrastructure Design, Change Management, Executive Communications, Rhythm of Business (ROB), Quarterly/Annual Planning, Workback Scheduling.

PROFESSIONAL EXPERIENCE

Founder | KR Project Works, LLC | 03/2026 – Present | Remote

- Launched a specialized consulting practice to partner with tech and government agencies to optimize workflow and scale operation systems.

Business Operations Lead – PM Consultant | Microsoft, M365 Consumer Apps Marketing (via KForce) | 08/2024 – 08/2025 | Remote

- Orchestrated a cohesive Rhythm of Business (ROB) cadence and executive MBRs/QBRs to resolve strategic misalignment across marketing, engineering, and finance, driving global campaign execution and product feature parity.
- Optimized operational reporting for a 650M+ MAU consumer base by establishing unified KPI scorecards, translating complex data into proactive strategic recommendations for senior leadership.
- Directed the strategic cadence through major organizational transitions, bridging critical knowledge gaps for incoming teams and rapidly pivoting the ROB to maintain momentum on M365 app priorities.

Program Operations Lead – PM Consultant | Meta, Reality Labs Research (via Launch Consulting) | 07/2022 – 07/2023 | Remote

- Accelerated audio R&D lifecycles by developing and deploying automated AI tracking and unified request intake systems, reducing communication friction by 50% and increasing team velocity by >20%.
- Institutionalized a data-driven "Rhythm of Business" (ROB) for the audio research portfolio, providing executive leadership with real-time visibility into project health and resource allocation, enabling faster pivots on high-priority experimental audio features.

Project Group Operations Manager – PM Consultant | Meta, Telecom Infra Project (TIP) (via Launch Consulting) | 07/2021 – 07/2022 | Remote

- Orchestrated the removal of knowledge silos among decentralized engineering groups by architecting a centralized Confluence database and standardizing technical documentation to accelerate development.
- Mitigated project bottlenecks for Steering Committees through rigorous milestone tracking and streamlined deliverables, ensuring alignment across global technical teams.
- Resolved cross-company alignment challenges by facilitating monthly, large-scale syncs with global industry experts, taking ownership of meeting cadence and content to ensure continuous progress on TIP's core mission.

Marketing Communications Manager - PM Consultant | Microsurgical Technology | 07/2019 – 07/2020 | Redmond, WA

- Optimized enterprise-wide Digital Asset Management (DAM) and CRM infrastructure, establishing standardized content workflows and centralizing global data access.
- Directed a complete platform overhaul, managing technical hand-offs between Product and Sales to streamline global go-to-market execution.

Interim Director of Operations | The Zuber Group, Keller Williams | 05/2018 – 01/2019 | Boise, ID

- Stabilized business operations during a high-stakes corporate buyout, authoring foundational SOPs and standardizing business rhythms for a smooth executive transition.

Founder | Run Before the Sun Co. Apparel | 10/2015 - 06/2018 | Denver, CO

- Founded and operated a purpose-driven running apparel company, directing end-to-end product design, manufacturing, social media marketing, and fulfillment.
- Built the brand through strategic partnerships with retailers and advocacy groups, successfully earning National Affiliate status with the Melanoma Research Foundation.

EDUCATION & CERTIFICATIONS

- Google AI Professional Certification – Google (*Feb 2026*)
- Project Management Professional (PMP)[®] – Project Management Institute, License #3629471 (Active)
- B.S., Business – University of Denver, Daniels College of Business

TECHNICAL PLATFORMS & TOOLS

- Project Tracking & Systems: Jira, Asana, Monday.com, Microsoft Project, Trello, Confluence, Miro, Lucidchart, Kanban, Scrum
- Data & Cloud: Excel, Microsoft M365 Suite, Google Workspace, SharePoint, Highspot DAM, Pivot.t/SQL
- AI Ecosystems & Automation: Microsoft Copilot, Anthropic Claude, Grok, Google Gemini, ChatGPT, Agentic AI Frameworks, Low-Code/No-Code Platforms, Prompt Engineering, Automated Workflow Integration