SANAM ANWARALI, PMP, CSM, LSSGB

Vendor & Contract Governance | Program & Operations Delivery | Process Improvement | Executive Reporting

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PROFESSIONAL SUMMARY

PMP-certified program and operations professional specializing in vendor and contract governance, workflow redesign and executive reporting, built on consulting engagements at AARP and Accenture. Certified ScrumMaster and Lean Six Sigma Green Belt. Since late 2024, has handled tenant, document, vendor and financial verification for a family-owned rental property business, and in 2026 founded Sunnyworks.AI, an independent operations consultancy.

100–200/mo vendor contracts governed ($100–$10K each) • 15% fewer invoicing errors • 30% faster project turnaround (200+ monthly projects) • 25% faster time-to-hire (300+ candidate pipeline)

CORE EXPERTISE

Vendor & Contract Lifecycle Governance • SLA & Compliance Management • Program & Project Delivery • Process Improvement & Workflow Automation • SOPs & Workflow Documentation • Risk, Issue & Change Management • Executive Reporting & Dashboards • Cross-Functional Stakeholder Engagement • Agile, Scrum & Hybrid Delivery • Budgeting & Vendor Financial Oversight

PROFESSIONAL EXPERIENCE

Independent Project Management Consultant & Founder — Sunnyworks.AI **Jun 2026 – Present**

Chicago, IL (Remote)

- Founded an independent operations consultancy, building service offerings, operational infrastructure, and go-to-market positioning from the ground up.
- Built AI-assisted documentation, task-routing, and status-reporting workflow templates using Microsoft Copilot, ChatGPT, and n8n to run the practice.

Property Operations Lead — Family-Owned Real Estate Business **Nov 2024 – Present**

Residential rental properties

- Screened rental applicants (income, employment, rental history, references) and reviewed leases, deeds, and loan and closing paperwork for accuracy and completeness before signing.
- Vetted contractors and vendors (licenses, insurance, competing quotes), checked invoices against completed work before payment, and kept rent ledgers, bookkeeping and tax records current.
- Completed PMP, Certified ScrumMaster and Lean Six Sigma Green Belt certifications during this period (2025–2026).

Business Operations Analyst (Consultant) — AARP **Jan 2024 – Oct 2024**

Remote

- Governed a portfolio of 100–200 vendor contracts per month ($100–$10,000 each), enforcing SLA compliance across a 10–20 person stakeholder group spanning Finance, Legal, and Vendor Management.
- Prepared monthly executive contract-performance reporting for senior leadership, surfacing risk exposure and improvement opportunities across the portfolio.
- Reduced invoicing errors by 15% by redesigning vendor-tracking workflows and authoring standardized procedures adopted team-wide.
- Identified and escalated contract risk exposures prior to execution, protecting the organization from operational and legal liability.

Operations Project Manager (Consultant) — AARP **Jun 2023 – Jan 2024**

Remote

- Implemented centralized tracking and standardized governance reviews across 50+ vendor contracts, improving visibility and closing compliance gaps.
- Renegotiated vendor terms and established formal change-control and payment-tracking processes, delivering real-time financial visibility to leadership for the first time.
- Presented recurring executive dashboards and risk summaries to senior leaders, supporting data-driven portfolio decisions.

Business Operations Specialist (Consultant) — Accenture **Jan 2023 – Jun 2023**
Remote

- Restructured the intake framework for 200+ monthly projects across 4–6 departments for a Fortune 500 technology client, reducing turnaround time by 30%.
- Improved process efficiency by 20% and reporting accuracy by 35% through workflow standardization and HRIS documentation improvements.

Operations Project Lead (Consultant) — Accenture **May 2021 – Jan 2023**
Remote

- Redesigned intake and handoff workflows for a 300+ candidate pipeline, shortening time-to-hire by 25%.
- Improved onboarding efficiency by 10% annually through clearer contractor workflows and documentation standards.

EARLIER EXPERIENCE

Enrollment Operations Lead — Perdoceo Education Corporation, Schaumburg, IL — 2019 – 2021
Staffing Operations Manager — Robert Half, Hoffman Estates, IL — 2017 – 2018
Program Coordinator — SchoolApply, Dubai, UAE — 2016 – 2017
Business Development Manager — BLOOVO, Dubai, UAE — 2015 – 2016
CRM Data Efficiency Specialist — Bayt.com, Dubai, UAE — 2014 – 2015

CERTIFICATIONS

Project Management Professional (PMP), PMI No. 4324044 — Issued Mar 2026, Expires Mar 2029
Certified Scrum Master (CSM), Scrum Alliance — Issued Jun 2025, Expires Jun 2027
Lean Six Sigma Green Belt (LSSGB), International Six Sigma Institute — Issued May 2025

TOOLS & TECHNICAL SKILLS

Project Management & Delivery: Asana, Monday.com, Workfront, Smartsheet, Microsoft Project, Jira
Platforms, Data & Reporting: ServiceNow, Salesforce, ADP/HRIS, Advanced Excel, Tableau, Power BI
Collaboration & AI: Confluence, Notion, SharePoint, Google Workspace, Slack, MS Teams, ChatGPT, Copilot

EDUCATION & PROFESSIONAL AFFILIATIONS

M.S., Human Relations and Business — Amberton University, Feb 2021 | B.S., Psychology — University of Central Florida, Aug 2014
Member, PMI Chicago Chapter, Project Management Institute — 2025–Present | Attendee, PMI PMxpo 2026 Virtual Conference — April 2026