

Robert Smith

PMO Project Manager

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SUMMARY

Over 12 years of Information Technology (IT) with an emphasis in operational, Infrastructure, and software projects; managing multi-facility, multi-product implementations across multiple projects including leading & coordinating separate project teams & other project managers as needed.

SKILLS

Microsoft Project, Microsoft Office, JIRA, Trello.

WORK EXPERIENCE

PMO Project Manager

ABC Corporation - October 2014 – 2021

- Collaborated with the management team to develop and implement plans for the operational infrastructure of systems, processes, budgets, and personnel designed to accommodate the rapid organizational growth.
- Led project team consisting of matrixes resources and exhibit leadership skills with the ability to motivate a project team working within defined project deadlines.
- Coordinated with senior management and stakeholders across diverse organizational groups.
- Partnered with IT and business sponsors and is able to articulate both technical solutions/challenges to the business community.
- Responsible for managing the overall project budget, managing scope, schedule, and resources to complete the project in expected timeframes.
- Created and tracked project plan, milestones, deliverables, and budget; create weekly status reports and conduct weekly status meetings; manage project workgroups.
- Implemented ICD10 for the organization.

PMO Project Manager

Delta Corporation - 2011 – 2014

- Manages multiple and complex capital projects simultaneously, manages the daily operational aspects of the projects and scope.
- Management of large clinical, ambulatory and hospital application implementation projects in a hospital setting.
- Provide administrative decision making, leadership and planning for Clarian business and clinical operational improvement projects.
- Responsible for day-to-day quality assurance of Clarian business continuity, customer service, communications, administrative and business process and systems related to the specific project.
- Responsible for coordinating projects in terms of scope, approach, timeline, risk, financials and delivering an on-time, on-budget project with a high level of client satisfaction.
- A working knowledge of HIPAA and PHI rules and regulations; experience with ambulatory EMR/EHR implementations with large budgets.
- Various projects New Clinical application development (Clinical Vision, MUSE, IMPAC, CPACS, CBORD) Network and infrastructure environments installs and upgrades of Windows, Unix/Linux, Oracle and SQL Servers, routers along with various other network peripherals.

EDUCATION