**GENESSIS FERNANDEZ GIBBONS**

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# EDUCATION

# PROFESSIONAL SKILLS AND ABILITIES

Bilingual- Fluent in Spanish and English

Proficient with Microsoft Office Products and Gsuite

Scheduling and time management

Project management

Collect/organize and record data

Communicate effectively and professionally

Strategic/Analytic problem solving

Documentation/ Materials development

**Master of Public Health**

*Lamar University*

May 2022

**Bachelor of Science in Health**

*Prairie View A&M University*

MAY 2019

**CERTIFICATIONS**

Certified Associate in Project Management

*In Progress*

# EXPERIENCE

# Associate Project Manager

# *BrightInsight* June 2022- Feb 2023

# Managed all vendor relationships for the engineering department

* Report and analyze financial information for budget tracking and managed 8-million-dollar budget
* Created, prioritized, managed and reported on assigned projects using PM platforms/software’s while standardizing project tracking and documentation
* Recorded project details such as task progress, resources costs and allotted budgets to analyze performance, generate performance reports for key leaders and implement corrective measures, which improved performance of all projects by an average of 15%
* Facilitated meetings with key leaders and collaborated with project teams to ensure timely decision-making and effective communication between project stakeholders at all levels
* Implemented new workflows and processes across the engineering department

## Project Manager

## *Todos Medical* Jan 2022- April 2022

* Supervised the daily operations and activities of the project and product such as project scheduling and project budget
* Prepared status reports to top management and assures that files are on schedule to meet the target dates
* Created success metrics and benchmarks within the marketing team
* Created and managed project plans
* Created budget proposals for internal and external stakeholders
* Reviewed and redlined vendor contracts before passing on to legal time for final review
* Provided clear communication to the organization on project status, critical path, and potential areas of risk; Disseminated relevant project data and information

## Program Management Intern

*Change Healthcare Inc.* May 2021- Sept 2021

* Determine all success factors for migrating operations across business units from one vendor to another
* Coordinated with global teams for the offshore routing of data statuses and workflows
* Participated in redlining of vendor contracts
* Worked in team settings to develop Statement of Work (SOW), Standard operating procedures (SOP), and User Acceptance Testing (UAT); Ensuring all processes are addressed and improved
* Assisted in defining and implanting an acquisition plan, training plan, UAT, and transition plan
* Worked in collaboration with directors, business analysts, system engineers to create project plans and action items
* Demonstrated collaborative skills with external vendors and cross-functional teams across the business to ensure a smooth transition

## Operations Associate -

*Cityblock Health* Oct 2020- Jan 2022

* Support core Quality operational initiatives
* Report as a key leader to the Senior Associate of the virtual market
* Manage and create project plans, timelines, documentation, and updates
* Assist in developing Business/project Plans to identity, implement & track initiatives
* Work collaboratively with cross-functional teams to support the build of analytical tools
* Help manage digital project platforms and work with a team to evaluate

## Program Coordinator

*Houston Metro Ortho and Spine Surgery Center* Oct 2018- Oct 2020

* Meet all deadlines for reporting, calendars, and special projects
* Balanced and entered raw data for health care facility reports
* Prepare and maintain informational department materials.
* Assist in day-to-day operations for facility
* Runs/ completes projects and tasks for the administrator

**Receptionist/Office Assistant**

*Prairie View A&M University,* *Mechanical Engineering Department* August 2015- April 2019

* Demonstrate proficiency in MS Office, MS Word, and Excel spreadsheets
* Demonstrate communication with all levels of personnel
* Clerical duties (scheduling, maintain records, filing/copying, multi-line phones)
* Perform administrative duties as assigned
* Demonstrate excellent customer service in a professional setting
* Provided creative and administrative support as needed