*Visionary ~ Business Development ~ Due Diligence ~ Turn-around Management*

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| **Career Summary** |

Innovative and creative Project Manager with a proven track record in project management on a large scale. Extensive experience in requirements analysis, design, development, QA, UAT, launch, and post-launch support. Embraces new challenges and demonstrates continuous improvement principles in work and professional development areas. Strong communication, organizational and relationship management skills. Proven ability to conceptualize solutions to complex situations in order to maximize success. Excellent organizational skills, organizing workflow by importance and deadlines to ensure on-time and high-quality completion of tasks. Highly dependable leader experienced at delivering results in fast-paced environments while providing exceptional service to clients.

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| **Area of Expertise** |

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| * Strategic Planning & Forecasting | * Quality Control Management |  |
| * Project Management & Development | * Client Relationship Management | * Team Building & Leadership |
| * SOW Review * Resource Management | * Staff Training & Development * Application Implementation | * Problem Analysis/Resolution * Project Tracking & Status |

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| **Experience & Notable Contributions** |

**ASSURECARE SOFTWARE** • Cincinnati, OH • Feb 2015

**Project Implementation Lead**

**Key Accomplishments:**

* Manage large and medium-scale healthcare case management software implementations
* Responsible for execution and delivery of company product
* Wrote project plans, including ongoing team schedules, across several simultaneous projects
* Monitor parallel team activities through the entire implementation cycle
* Host regular client update meetings to review status with project stakeholders
* Evaluated possible PM tools to organize implementations and presented recommendations to division vice president
* Coordinate and review work assignments for both full time employees and contactors

**ONLINE REWARDS, LLC** • Cincinnati, OH • Apr 2014 - Feb 2015

**Project Manager**

**Key Accomplishments:**

* Managed multiple implementations simultaneously with both senior and junior development teams for online incentive program websites.
* Successfully implemented policies and procedures to oversee all phases of projects, including analysis/requirements, interface design, development, QA, UAT, launch, and post-launch support.
* Established client relationships through frequent and consistent communication, including project progress, milestone status, and ongoing project deliverables.
* Wrote transition plans for clients moving from paper-based systems to an online solution
* Conducted performance evaluations for development and quality assurance team members after project launch as part of an effort to continuously improve implementation process.
* Coordinated with development manager to maintain schedule of current and upcoming projects as well as record change requests to address functionality gaps.
* Monitored development incident tracking queue to ensure that all issues are addressed/resolved within appropriate timeframe
* Maintained shared folders for projects, so all files and notes are easily accessible to coworkers not on original development team.
* Track project progress daily, including monitoring/developing task lists for development and QA teams, weekly milestones, and team lists using tools such as Teamworks and ZenDesk

**C.H. MACK, LLC** • Cincinnati, OH • Jun 2009 – Apr 2014

**Implementation Consultant/Training Specialist**

*Began as Training Specialist in 2009 and was promoted to Implementation Consultant in Nov. 2011*

**Key Accomplishments:**

* Worked directly with clients to assist them plan their implementation tasks, such as configuration decisions, testing, training, and technical support processes in a better and efficient manner.
* Proposed effective improvements to reduce redundancy and ensure efficient use of software and other solutions by reviewing clients’ internal processes/workflows.
* Planned and executed large scale software implementations for both private sector clients and government agencies and facilitated cross-functional meetings to ensure projects were on schedule.
* Generated daily status reports for internal teams and clients during software launches that included overviews of technical issues, and analysis of the project’s status and recommendations for improving issues.
* Created scope and requirements documents for new software features, wrote test cases and tested software for errors, ease of usability, and overall user experience.
* Lead in-person and web-based trainings for administrators, other trainers, and end users, for both external clients and internal teams to enhance efficiency and process improvement.
* Developed, wrote, and edited user manuals, training materials, and internal planning documents
* Wrote gap analyses to assist with both ongoing client support and sales effort.
* Supervised clients’ internal training and supported sales by writing demonstration scripts, preparing presentation materials, and leading sales demonstrations to maximize the profit and revenue growth.

**SOUND PRESS DESIGN** • Cincinnati, OH • Jun 2006 – Apr 2009

**Associate Project Manager**

**Key Accomplishments:**

* Played a vital role as a sole project manager for web marketing company with clients in the manufacturing, medical, automotive, and non-profit sectors.
* Managed schedules and work policies for contractors and assisted with creation of project plans and recommended specific milestone dates as a way to track progress.
* Communicated daily with clients and contractors to follow up on a project’s status and any outstanding issues to ensure project timelines were being met as well as wrote daily status reports that included overview of progress on all current projects.
* Created instructional materials for internally developed software, trained clients how to update and manage their websites, wrote and edited marketing copy for websites, including updates of text and photos.
* Designed banner ads for online promotions, set-up and maintained third party e-commerce solutions for clients.

**UNIVERSITY OF CINCINNATI** • Cincinnati, OH • Sept 2005 – Jun 2007

**Instructor/Teaching Assistant**

**Key Accomplishments:**

* Expertly taught Basic Composition I, II, III and Business Writing and act as a sole instructor for classes with an average of 20 students.
* Independently designed unique coursework and in-class exercises that included readings, homework assignments, essays, group work, and multimedia projects.

**RYLEX PUBLISHING** • Columbus, OH • Jun 2005 – Aug 2005

**Intern**

**Key Accomplishments:**

* Copy-edited articles and in-house created advertisements, created layouts and edited text for monthly real estate publication, researched and developed monthly calendar of events for lifestyle publication.
* Handled tasks of checking content, editing and organizing for uniformity and consistency as well as Coordinate and collaborate with production and marketing to increase sales prospect.

**DINSMORE & SHOHL, LLP** • Columbus, OH • Dec 2001 – May 2005

**Office Assistant**

**Key Accomplishments:**

* Performed basic clerical duties included answered phones, copying, typing, and assisted with the office manager to improve productivity for all daily accounting, filing, and bookkeeping.
* Maintained organization supplier inventory by checking stock to determine supply levels, expedited orders and delivered materials to work stations in a timely manner.
* Managed in-house files and prepared out of date files for off-site storage and filed basic court documents

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| **Education & Training** |

**Master of Arts, Professional Writing and Editing**

University of Cincinnati | Cincinnati, OH | June 2007

**Bachelor of Arts, English (Rhetoric)**

The Ohio State University | Columbus, OH | June 2005