

ROBERT SMITH

Jr. Information Systems Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Energetic and goal-oriented IS leader with demonstrated experience in planning, developing and implementation of behavioral healthcare electronic medical record systems.

CORE COMPETENCIES

Management, Organizing.

PROFESSIONAL EXPERIENCE

Jr. Information Systems Coordinator

ABC Corporation - January 2006 – July 2014

Key Deliverables:

- Advanced to Information Systems Coordinator to provide leadership and vision in the planning and implementation of cutting edge technology initiatives, which improve the agency's efficiency and effectiveness.
- Assisted in creating a new organizational structure which combined the IT and Medical Records departments to create the new Information Systems department.
- Led agency's planning and implementation of an electronic health record.
- Planned and developed a process of digitalizing paper health records with custom applications.
- Planned and implemented an agency-wide technology infrastructure upgrade including a Cisco IP phone system, increased bandwidth at 18 locations spread across 4 counties, and upgraded our networking hardware.
- Established goals, objectives, and policies.
- Responsible for Data Management and Technology departments, strategic planning and IS operational policies and procedures.

Information Systems Coordinator

Delta Corporation - 2004 – 2006

Key Deliverables:

- Temporary Position at East/West Industries.
- Scope provide first tier technical support and troubleshooting with regards to computer hardware, software, system support and maintenance as well.
- Systems Administrator with projects; maintain confidentiality concerning critical data Responsibilities, aside from scope of the role include.
- Managed electronic scheduling and charting data for the department of surgery, monitored charts for quality control measures.
- Built custom reports from surgical databases, using Crystal Reports.
- One such report, developed for the Department of Pharmacy and a third-party provider, identified potentially dangerous drug interactions Provided.

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- ticketmaster.com Performed installation, maintenance, and technical support for Contact Centers voice and data computer systems both domestic and.

EDUCATION

- Bachelor of Science in Computer Science - (Radford University - Radford, VA)