

# **LaToiya Brooks, MBA, PMP**

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## **Senior Project Manager**

PMP-certified project manager with 10+ years of experience delivering large-scale technology, ERP, and operations projects across higher education, healthcare, and public-sector environments. Known for simplifying complex initiatives, improving processes, and keeping multi-million-dollar projects on time, on budget, and aligned with organizational goals. Skilled in project lifecycle management, stakeholder engagement, risk and issue management, and ERP implementations (Workday, PeopleSoft). Experienced in cross-functional collaboration and process improvement using Lean methods.

## **Professional Skills**

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- Project Lifecycle Management (Agile & Waterfall)
- ERP Implementations (Workday HR/Finance/Budget)
- Stakeholder & Vendor Management
- Risk, Issue & Change Control
- Process Improvement (Lean)
- Executive Reporting & Communication
- Cross-Functional Team Leadership

## **Work Experience**

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### **Senior Project Manager**

**Board of Regents – Atlanta, GA**

**May 2023 – Current**

- Lead systemwide technology projects across 26 higher education institutions, including Workday Budgeting, CRM (Element451), compliance systems (Vector), and policy management system (PolicyStat). Oversaw strategic planning, governance, and vendor management to ensure compliance and successful delivery.
- Manage full project lifecycle: planning, scheduling, risks, communications, go-live, and closeout.

- Facilitate weekly and executive-level meetings; prepare charters, status reports, timelines, and action plans.
- Coordinate efforts across IT, HR, Finance, and Academic Affairs to keep teams aligned and deliverables on track.
- Manage vendors and contracts, ensuring deliverables meet requirements and scope changes are documented.
- Use Jira, Smartsheet, Visio, Excel, and Teams to track progress and maintain project transparency.

### **Project Manager**

**Kaiser Permanente – Riverside, CA**

**June 2014 – April 2023**

- Managed major clinical and operational projects, including pharmacy automation, workflow redesign, and EMR-related initiatives. Applied change control, regulatory compliance, and continuous improvement methodologies to optimize outcomes.
- Implemented automated medication systems (Pyxis, Omnicell) and supported compliance with USP 797/800, Joint Commission, and state/federal regulations.
- Collaborated with clinicians, pharmacy leaders, IT, facilities, and finance to improve safety, efficiency, and service delivery.
- Led emergency facility build-outs during COVID-19, including isolation rooms and ventilation upgrades.
- Monitored budgets, timelines, procurement needs, and inventory automation efforts.
- Conducted post-go-live evaluations to measure outcomes and drive continuous improvement.

### **Education & Certifications**

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- Doctor of Education (EdD) – Higher Education Administration (*In Progress*)  
University of West Georgia
- MBA – Hospital Management  
Colorado Technical University (GPA 3.93)
- BS – Sociology  
Fort Hays State University
- Project Management Professional (PMP) – PMI

## **Technical Tools**

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- Workday • Jira • Smartsheet • Microsoft Project • Visio • Excel • Teams • EPIC • Lean Methods