

LINDSAY WESLEY, PMP

SENIOR PROJECT/PROGRAM MANAGER

SUMMARY

- Provide vision & subject matter expertise around project execution while exercising critical decision-making skills for prioritization, scheduling, and leadership guidance.
- Define & prioritize development activities to ensure requirements are captured and execution matches expectations.
- Supervised and mentored team of Release Managers.

SKILLS/SOFTWARE

Project & Product Management:	Jira, Smartsheet, Azure DevOps, building and maintaining Kanban boards, Zoho Analytics, Forecast, Harvest, Basecamp, DoneDone, Lucidchart
Design/Development:	Decisions, WordPress, Divi, Github, Adobe Photoshop, FTP utilities, and various hosting platforms including Squarespace, Cloudways, and Bluehost
Collaboration:	Zoho Desk, O365, SharePoint, MS Teams, Jira, web conferencing
Research & Analysis:	Microsoft SQL Server Management Studio, SQL

**Extensive experience with Microsoft Office and G Suite*

EDUCATION

BAS / TECHNOLOGY MGMT

St. Petersburg College | 2011
Clearwater, FL

AS / WEB DESIGN

St. Petersburg College | 2010
Clearwater, FL

AAS / HOSPITALITY & TOURISM

Valencia College | 2006
Orlando, FL

CERTIFICATIONS

ACP-620 / MANAGING JIRA PROJECTS FOR CLOUD

Atlassian | 2022

PMP / CERTIFIED PROJECT MGMT PROFESSIONAL

PMI - Project Mgmt. Institute | 2014

PROFESSIONAL EXPERIENCE

SENIOR PROJECT MANAGER, INNOVATION & IMPROVEMENTS

OCHIN | December 2022 - Present
Healthcare IT Non-Profit

- Leads team of analysts to implement new third-party vendors and update existing interfaces within the Epic EHR system.
- Leads IT project team on planning and execution for dependencies, resources, costs, and timelines needed to expand production and disaster recovery data centers.
- Leads team of internal stakeholders to transition company of ~1000 to new time tracking system; including definition of project scope, deliverables, project tasks and resource requirements, timeline, development, QA, training, and communications.
- Leads team of analysts, QA, training, and compliance to implement the No Surprises Act update to Epic workflows.
- Creates Executive Leadership presentations with the objective to obtain approval of recommended solutions.
- Provides project status reports to Executive Leadership and sponsor teams identifying critical path items, achievements, and barriers to progress.

SENIOR PROGRAM MANAGER

Effective Health Systems | March 2016 - December 2022
Web-based Medical Claims Application

- Led team of Developers, QA testers, Business Analysts, and Product Mgmt. to move product and process solutions forward. Prioritizing, assigning, and scheduling Sprint work and communicating statuses with the team and clients.
- Implemented and maintained Medical Authorization product initiatives for client specific and company objectives.
- Worked directly with clients to understand their goals and success criteria to build requirements providing high quality functional specifications for product enhancements.
- Led effort to expand a client of our Med Auth platform from a single state to nationwide.
- Led client implementation of customized version of our Med-Auth platform specifically for Utilization Review Organization.
- Created client facing training and demo materials including live demos, release notes, videos, PDFs, PowerPoint presentations.

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LINKS

-  lindsaywesley.com
-  linkedin.com/in/lindsaywesley
-  github.com/lindsaywesley
-  lindsaywesley.github.io/Resume/

REFERENCES

DAN WILSON

Chief Operating Officer
Effective Health Systems

ANDY JAMES

Chief Information Officer
ClearPrice Networks

RANDY SYSOL

(retired) Chief Information Officer
Effective Health Systems

PROFESSIONAL EXPERIENCE (CONTINUED)

TECHNICAL PROJECT MANAGER

We Are Mammoth | September 2015 – March 2016

Web Development Studio

- Managed technical project and account management duties in pre-production, production implementation, and post-production life cycle while maintaining and building client relationships.
- Responsible for requirements gathering, determining cost and time estimates, creating project schedules, writing statements of work, and client billing reviews.
- Managed a team of front and back-end developers from project kick off through launch, as well as post launch maintenance.
- Managed client scope creep, budgets, communication on all project activities, and tested each deliverable prior to client testing and go-live.

RELEASE MANAGER & RELEASE MANAGEMENT, SUPERVISOR

HealtheSystems | July 2012 – September 2015

Web-based Medical Claims Application

SUPERVISOR

- Supervised release management team to drive and communicate software release plans and minimize the impact of release changes.
- Trained and mentored the release management team, as well as assigned work to the release schedule based on resource capacity.
- Responsible for the release management process and documentation, training, reinforcement, continuous improvement, trend analysis and reporting (scheduled and ad-hoc). Developed and documented change delivery process providing clarity for IT resulting in faster delivery.
- Supervised team of release managers including performance reviews, mentoring, and developing career paths.
- Implemented Kanban boards companywide to help deliver changes bringing higher visibility to business stakeholders.

RELEASE MANAGER

- Executed and monitored monthly software releases coordinating the efforts of IT resources to deliver releases according to plan tracking changes to release scope/schedule/resources.
- Ensured resources were assigned for the correct time frames, dependencies were identified, and estimated and actual work was updated on a regular and timely basis to facilitate accurate capacity reporting.
- Identified risks and worked with IT resources to identify options for corrective action.
- Developed release reports for executive management providing visibility on status of in-flight work.

QC RELEASE COORDINATOR

SCC SoftComputer | December 2007 – July 2012

Lab Information Software

- Coordinated testing activities and documentation ensuring product design history files were prepared, completed, verified prior to submission and software release.
- Supported testing process infrastructure, including communication forums with internal customers and contracted vendors, assigning and managing tasks for testing.
- Led project and designed dashboards for reporting testing deliverables companywide, reducing time spent providing status updates by 30%.