**Brad Eugene Shipley, PMP, MBA**

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**Education & Certifications:**

* Master of Business Administration, MidAmerican Nazarene University, Olathe, KS – Graduated 2004
* Bachelors of Science in Business Management, Emporia State University, Emporia, KS – Graduated 1998
* Project Management Professional (PMP) – PMI, # 1485208 – currently certified thru February 2018

**Detailed Experience:**

**Employer: State of Colorado, Department of Health Care Policy and Finance, Claims Services and Operations division, Denver, CO; Compliance Project Manager, January 2011 – Present (ongoing)**

* Monitor Federal and State laws, bulletins, and rulings to make sure the Department are developing projects to be compliant
* Manages project implementation to achieve project goals while controlling resources, risks, conflicts, timelines and costs.
* Responsible for scheduling, budgets, risk management, resource allocation.
* Work with Claims Systems operations.
* Work with EDI system to do electronic data transfer.
* Managed project to convert transactions from 4010 to 5010 (HIPAA compliant)
* Compliance Projects: National Correct Coding Initiative, HIPAA 5010, ICD-10, Online Provider Enrollment, MITA 3.0, Electronic Health Records.
* Create Advanced Planning Document for funding from Centers for Medicare and Medicaid Services (CMS).
* Tools Utilized: MS SharePoint, Project, Visio, Word, Excel, PowerPoint, LEAN, and Clarity.

**Employer: State of Kansas, Kansas Health Policy Authority, Business Operations division, Topeka, KS, Project Manager, March 2008 – July 2010**

* Gathered requirements and wrote functional and business requirements to develop Request for Proposal (RFP) documents for vendor bidding.
* Created Advanced Planning Document for funding from Centers for Medicare and Medicaid Services (CMS). Developed project documents to comply with State of Kansas Information Technology Office (KITO) regulations.
* Worked on the development of MITA HL7 project to permit Electronic Medical Records to be imported into the Kansas Medicaid System. Understand the HL7 processes.
* Responsible for scheduling, budgets, risk management, resource allocation.
* Defined and maintained the scope throughout the project. Created scope change documentation. Identified risks and issues to be managed.
* Worked with Claims Systems operations.
* Scheduled resources for requirements, testing and steering committee meetings.
* Developed communication plans to Insure quality of processes were being used.
* Managed projects for the Medicaid working through outside vendors to update processes that are defined by changes in Government Regulations.
* Projects managed in imaging, database development and modification, web portal, and data warehouse projects.

**Employer: TEK Systems, Client: Sprint (contract), Business Analyst\Consultant, Lenexa, KS, November 2007 – February 2008**

* Investigated Sarbanes Oxley (SOX) compliance issues related to personnel IDs.
* Rectified problematic themes that showed up on reports by working with Sprint managers.
* Reported broken processes, trained managers on processes and procedures related to on boarding, and recommended fixes for current processes and procedures.
* Traced through input systems to see why some accounts setup properly while other did not.
* Develop reporting to isolate problems with accounts allowing quicker response in fixing to accounts.
* Utilized: MS SharePoint, Project, Visio, Word, Excel, PowerPoint.

**Employer: Software Sciences Group, Client: GKN Aerospace (contract), Project Manager/Programmer, St Louis, MO (remote), December 2005 - November 2007**

* Lead a project to automate the electronic transfer (EDI) of shipping data from the manufacturing system to the shipper.
* Maintained monthly and weekly processing schedules.
* Formatted raw data in Access and Excel to create input files for CINCOM updates via ODBC drivers.
* Mass load data, saving users hours of data input.
* Mapped data for file transfer in system upgrade.

**Employer: Thales ATM Inc, Business Systems Analyst, Lenexa, KS, September 1997 - March 2005**

* Managed CINCOM Control - an Enterprise Resource Planning (ERP) database system for the leading manufacturer of air traffic landing systems.
* Diagnosed software problems and installed fix patches. Tested software patches on test system to verify data integrity and system functionality. Migrated patches to production system.
* Developed and implemented translation maps for data transfer from one system to another for both internal and external vendors.
* Developed testing procedures for software upgrades with the departments affected. Provided documentation that changes worked before going to production. Rechecked production system to make sure changes were still functioning properly.
* Instrumental in front-end analysis and design of a sales order entry system. Gathered requirements, wrote technical documentation for user approval. Wrote user documentation and put into production.
* Performed risk analysis in software applications by applying company standards.
* Monitored schedules and provided progress reporting. Maintained test system architecture for testing parameters and/or configuration changes.
* Gathered requirements from Finance, Purchasing, Manufacturing, Sales and Customer Service to meet the needs of each group on projects including upgrades.
* Analyzed the Purchasing reporting required by Corporate. Designed programs using SQL to pull out the required data and create reports on Excel. This saves Purchasing Department 20+ hours a month.
* Assisted the Y2K team to convert from an IBM mainframe system to UNIX/Oracle database system. Was in charge of converting the batch operations to run on APPWORX scheduling software and converting custom COBOL programs to MicroFocus COBOL.
* Developed technical and user documentation making processes repeatable monthly or yearly without problems.