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Email: kevin.lynch@cai.io**<GEETHANJALI VADLAMUDI>****SUMMARY**

- Business Analyst with 4+ years of experience leading planning, design, and execution of healthcare and enterprise projects.
- Skilled in capital and non-capital project management, budgeting, vendor coordination, RFP preparation, and construction administration support.
- Proven ability to manage healthcare stakeholders, ensure compliance with HIPAA and facility standards, and deliver projects from planning through closeout while balancing technical, operational, and financial priorities.
- Certified Project Management Professional (PMP).
- Core Skills • Project Management: Planning, Design, Execution, Closeout, Change Management • Budgeting & Cost Control: Forecasting, Estimates, Approvals, Change Orders • Stakeholder Coordination: Cross-functional Collaboration, Decision-making Facilitation • Contracts & Procurement: RFPs, Bid Review, Vendor Selection, Negotiations • Tools: MS Project, Jira, Confluence, SharePoint, Tableau, Power BI, Excel • Compliance & Standards: HIPAA, Healthcare Facility Standards, Documentation Control.

SKILLS

SKILL	YEARS USED	LAST USED
Considerable knowledge of networking and hands-on working experience with enterprise networking infrastructure, routers, switches, and firewalls	1	2025

Experience creating environments for compliance with networking security architecture policies, and standards	1	2025
In-depth experience designing, installing and configuring software applications and development environments	2	2022
Experience performance tuning, monitoring and collecting statistics metrics collection, and disaster recovery	2	2025
Experience managing complex technical projects with cross-functional teams and stakeholder coordination	5+	2025
Experience creating detailed technical documentation, procedures, and maintaining accurate project records	2	2025
Experience working with Stakeholder Coordination: Cross-functional Collaboration technologies and related tools	5+	2025

EMPLOYMENT HISTORY

CVS Health, USA - Business

Mar 2024-Present

Analyst (Project Management Focus)

- Directed planning, design, and execution of a healthcare system implementation, coordinating stakeholders across IT, operations, and facilities.
- Managed project budgets, processed purchase orders, change orders, and vendor pay applications to ensure compliance with financial controls.
- Oversaw facility equipment replacement and deferred maintenance projects, creating project cost estimates, coordinating contractor activities, and ensuring zero operational downtime.
- Conducted pre-project planning sessions and post-project evaluations to capture lessons learned and drive process improvements.
- Produced dashboards and reports in Tableau and Excel to communicate project status, KPIs, and financial performance to leadership.
- HCL Technologies, India - Business Analyst (Project Coordination & Delivery)

Managed laboratory facilities improvement project, coordinating wit...Apr 2020-Jun 2022

- Managed laboratory facilities improvement project, coordinating with architects, IT, and contractors to upgrade healthcare lab environments and improve operational efficiency by 20%.
- Developed project budgets, tracked costs, and managed change order approvals to maintain financial accountability.
- Supported procurement processes, including preparing technical documentation, vendor RFPs, and contract negotiations.
- Facilitated design and execution workshops, ensuring approvals at every phase from schematic design through closeout.
- Designed Power BI dashboards to monitor project performance, budget utilization, and timeline progress for leadership decision-making.
- Produced dashboards and reports in Tableau and Excel to communicate project status, KPIs, and financial performance to leadership.
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CERTIFICATIONS

- Project Management Professional (PMP), PMI, Certification #4192297, Valid Through: September 2028