

An efficient, quick learning, and technologically adept project manager with a penchant for problem solving.

SKILLS

Time Management

Adaptable

Leading Meetings

File Management

Navigating Ambiguity

Communication

PRINCE2 Practitioner

Proactive

Relationship Building

Microsoft Word, Excel, PowerPoint, and Visio

WORK EXPERIENCE

Project Manager

Health New Zealand - People and Communications

06/2022 - 10/2024

Wellington, New Zealand

Achievements/Tasks

- Managed the initiation, development, and delivery of the pilot Student Placement System, a digital tool to facilitate student placements by connecting local coordinators in health and education.
- Navigated tight timeframes for key documents, including securing budget and sign off for Statements of Work with the development team, Privacy Impact Assessments, the Authority to Operate, and licensing requirements.
- Maintained a high level of project hygiene in SharePoint, Teams, MIRO, and Planview in lieu of an established PMO, including active budgets, a RAID register, weekly reports with flagged risks as they developed and escalated issues as appropriate.
- Ensured projects and documents were consulted on by key stakeholders from directorates across the business, ensuring equity and Te Tiriti were considered in all pieces of work, and consistent communication channels were maintained throughout the course of the project.
- Facilitated planning workshops, lessons learned, weekly one-on-ones, steering groups, and stand ups.
- Provided a clear analytical perspective to projects lacking a dedicated Business Analyst resource.

Senior Project Coordinator/Project Manager

Ministry of Health - COVID-19 Vaccine and Immunisation Programme

06/2021 - 06/2022

Wellington, New Zealand

Achievements/Tasks

- Project Management of Myocarditis and Pericarditis Education, National Immunisation Quality Framework, and a new app for utilisation by the Vaccinator Authorisation Processing team.
- Led weekly project and team meetings, documenting updates, actions, and next steps, escalating risks/issues as required.
- Established and refined processes and registers utilising Excel, SharePoint and Teams for several projects including Vaccinator Authorisations, Temporary Medical Exemptions, and Workforce Data.
- Maintained project plans, Kanbans, risks/issues/deliverables registers, MIRO boards, filing systems, and dashboards.
- Performed quality assurance checks within registers of thousands of vaccinators, exemption requests, and other systems.
- Balanced priorities with competing workloads, projects, and miscellaneous ad hoc requests from the team.

Programme Coordinator

Ministry of Education

01/2021 - 05/2021

Wellington, New Zealand

Achievements/Tasks

- Led weekly project meetings, programme meetings and stand ups, to track project progress.
- Compiled meeting notes, project actions, and key dates into a weekly report to be delivered to senior management.
- Liaised with the accounting and procurement teams to manage procurement plans with external service providers and onboarding for new starters within the team.
- Responded to rapid requests, clearing a way for papers and reports to go through layers of approvals, and tracking the delivery via JIRA and a self-created programme spreadsheet.
- Provided guidance to the programme on the use of Microsoft Suite, including Word, Excel, PowerPoint, and Visio, and led the adoption of Microsoft Teams for all purposes across the programme.

WORK EXPERIENCE

Project Coordinator

Accident Compensation Corporation

05/2019 - 09/2020

Wellington, New Zealand

Achievements/Tasks

- Developed and coordinated the training delivery schedule to hundreds of ACC employees for the Next Generation Case Management project, and organized a swift shift to remote training delivery during New Zealand's COVID19 lockdowns.
- Managed relationships and priorities with the property, programming, learning delivery, and regional teams to ensure that the training courses could be completed on the specified dates with all necessary technology prepared onsite.
- Created and maintained Excel spreadsheets and Totara course pages that were used project-wide as references for attendance, data management, scheduling, feedback, and digital course completion.
- Gathered and reported on feedback from learners throughout the project rollout, escalating requests as needed.

Logistics Coordinator

Alpine Spas

08/2017 - 12/2018

Christchurch, New Zealand

Achievements/Tasks

- Coordinated the multi-step movement, delivery, and installation of spa pools and saunas across New Zealand.
- Devised delivery methods based on available online information and customer-provided photographs of properties, managing expectations and communicating requirements with customers and delivery teams.
- Liaised with delivery teams across New Zealand, maintaining relationships and ensuring all orders were organized and on schedule as they passed from team to team.
- Created systems to help improve communication and understanding between internal teams, including an interactive delivery map via ArcGIS.

Hospitality Roles while Traveling

Various

03/2016 - 08/2017

Australia, Thailand, Laos, and New Zealand

Achievements/Tasks

- Prioritized tasks in high pressure environments, while maintaining fast and friendly service.

Ground Truth Surveyor and Data Entry Specialist

Apple

08/2014 - 02/2016

New York City, United States

Achievements/Tasks

- Developed and utilized data collection programs to gather and maintain accurate information about commercial centers worldwide.
- Quickly learned new in-house systems and programs, adapting them to the project's needs.
- Documented established processes for quick reference in the project's intranet.
- Performed onsite and offsite research of public spaces worldwide for incorporation into the project, which required detailed data collection and record keeping.
- Made fast and confident decisions when encountering new and unexpected situations, coordinating with the team to establish new processes.
- Utilized mapping software and resources, including ArcGIS, Google Maps, and relevant transit applications.

EDUCATION

PRINCE2 Foundation and Practitioner Course

ILX Group

05/2021

Wellington, New Zealand

Double BFA in Drama and Psychology

New York University

09/2010 - 05/2014

New York City, United States