

IT Project Manager IT Project Manager IT Project Manager - PASCO Commerce City, CO Project management professional motivated to develop and implement project plans that meet project guidelines. Ten-year military veteran with a strong foundation in Agile project management methodologies. Qualifications include: Adaptability Interpersonal/Analytical Skills Six Sigma Yellow Belt Project Planning/Implementation Leadership Process Improvement Authorized to work in the US for any employer Work Experience IT Project Manager PASCO - Lakewood, CO 2019 to Present Organized a \$250k in value software migration from Procura to Therap. Project enables the electronic documentation of 150 people, to include nurses, care coordinators, and business systems team members. Developed a project plan using Monday software with 215 checklist items for on-time, in scope project. Coordinated with stakeholders and key sponsors. Held weekly project update meetings using communications and risk log to outline/brief discrepancies. Trained 150 members using the software on data entry, form uploads, and time tracking. Assistant General Manager Colorado Athletic Club - Boulder, CO 2018 to 2019 Oversee five departments and 108 total personnel. Manage organizational effectiveness of 4.9k member clubs seven-day operational period. Managed 25 projects ranging from \$1.5k-\$10k in value to update facilities and improve current fitness and aquatics programs. Generate revenue forecasts for each profit center. Use PERT methodology to forecast next year's projections for all managers. Oversee the cleanliness of a 35,000sq ft facility that provides members with a childcare center, aquatics area, fitness floor, and personal training/group training services. Assistant Fitness Manager EXOS - Denver, CO 2016 to 2018 Managed eight personnel on effective sales techniques, motivational interviewing, and professional development Co-authored new, innovative online exercise library. Development of new program will ensure that patrons can receive online exercise instruction. Performed client outreach to 3.7k members of the fitness facility to ensure exceptional customer service requirements. Serviced 2.5k personal training sessions ranging from weight loss, older population, and sport performance objectives. Manager, Quality Assurance United States Air Force - Peterson AFB, CO 2009 to 2017 As a manager for the Air Force, I was solely responsible for the upkeep and maintenance of weather sensor products to include quality assurance, parts

ordering, and the management of meteorological aviation operations. Team leader for five personnel in support of Operation Inherent Resolve. Oversaw 1,200 flights totaling 7,000 flying hours and the preservation of \$175 million in assets. Controlled the quality assurance program; performed 54 inspections to outline discrepancies and areas for improvement on 2,300 checklist items. Increased operational streamlining 26% Managed the weather equipment operations project. Re-ordered parts, maintenance requirements, and oversaw a team of four members on the seven-month project costing \$500,000 Education Master of Science in Project Leadership and Management Regis University - Denver, CO Bachelor of Science in Exercise Science American Public University - Charles Town, WV Skills Waterfall, PM, Project Management, Information Technology, Outlook, Scheduling, budget, Customer Service, Microsoft Project, Word Military Service Branch: United States Air Force Rank: E-6

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