

IT Project Manager / Coordinator IT Project Manager / Coordinator Ponca City, OK Work Experience

IT Project Manager / Coordinator Hill Crest Medical Center - Tulsa, OK February 2013 to June 2013

Manages, coordinate, and establish priorities for completion of projects Coordinate project with the other ongoing work of the affected departments Planning, testing, and implementation to meet requirements of various departments Determines project needs and acquires resources required for the success of the project Act as liaison between management personnel and vendors by conducting meetings to review project details and obtain approval and sign-offs Work with local IT staff to resolve all IT issue Scheduling of Location and Personnel Create Excel spreadsheet with new assets inventory IT Project Manager / Coordinator Ardent Health Care - Tulsa, OK October 2011 to May 2012

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K-12 IT Project Manager M&A Technology - Carrollton, TX November 2006 to October 2009 Manages, coordinate, and establishes priorities for completion of projects Planning, testing, and implementation to meet requirements of various departments Designs project plans, which identify needs and define major tasks and milestones Determines project needs and acquires resources required for the success of the project Coordinate the development of new systems and/or applications project Coordinates project performance with the other work of the affected department or departments Performs feasibility studies to ensure systems adhere to standards and meet user requirements Selects project team members and assigns tasks and responsibilities Provide direction and technical guidance to project team members Act as liaison between implementation personnel, management, and vendors by conducting meetings to review project details and obtain approval and sign-offs Diagnoses and corrects system problems with help from

vendors and support team

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