

IT Project Coordinator (contractor) IT Project Coordinator (contractor) PMP certified Knoxville, TN

Seeking a project manager position that will utilize my background and experience while also providing me with a challenge to grow individually and collaboratively. Work Experience

IT Project Coordinator (contractor) TeamHealth - Knoxville, TN July 2019 to Present Working with hospital facilities to convert chart documents to text-based PDFs Creating and monitoring Jira stories for beta testing Communicating with executive staff project updates and issues/risks Project Manager Lirio July 2017 to February 2019 Built real and trusted relationships with our energy clients Onboard and implemented net new clients onto system platform Created project plans, timelines and milestones in project management tools such as Teamwork, Basecamp, Excel Experienced with predictive project management techniques and familiar with agile project management Effectively created and implemented a new digital marketing business product for residential low income customers Continuously communicated with internal team and clients on project plans and to ensure client satisfaction Worked with product development team to ensure successful and timely delivery of digital sends Created captivating digital marketing campaign content for external delivery Crafted landing pages and content Helped sales team with proposal development Continuous learning of new systems for email marketing Regulatory Specialist Knoxville Utilities Board January 2017 to July 2017 Managed the Damage Prevention Program for all underground utilities Planned and managed the public awareness program for natural gas Oversaw external contractors and make sure they are in compliance with their contracts Processed invoices from contractors Attended and presented at internal and external meetings to promote the "Call before you Dig" campaign Updated existing regulatory documents to keep in compliance with all state and federal laws Implemented and understood parts of CFR 49 Part 192 Input and managed work orders for back lot line assessments and pipeline marker installation. Technical Assistant III Electric Power Research Institute January 2014 to January 2017 Managed the Grid Operations and Planning (GOP) Team's POFs, supplemental projects, deliverables, project status updates, cockpit materials and operational rhythmic calendar Managed and assisted the government and Technology Innovation (TI) proposal development coordination for GOP group Created training

materials/templates and use materials to train internal staff on change management procedures and tools Setup and managed customer engagement database for GOP in order to track and report member engagement Devised and implemented new internal business processes in group SharePoint to increase work efficiency for team Planned meeting logistics, materials, presentations and dinners for biannual Advisory meeting, Task Force and other Performed market research/composed sections of case studies on electric cooking technologies and forklifts for Electrification Team Created surveys and performed statistical analysis for smart thermostat collaborative group Energy Analyst DNV KEMA September 2012 to December 2013 Conducted and analyzed qualitative interviews with clients for the purpose of evaluating energy efficiency programs in the TVA region Scheduled and prepared equipment for field staff for M&V audit work Director of Community Relations Efficient Energy of Tennessee August 2011 to September 2012 Managed the application process for grant applications which included finding, writing and packaging applications Created social media presence for company Helped company obtain a GSA schedule Research Associate Center for Energy and Environmental Policy September 2009 to May 2011 Created/executed survey to help write state recommendations on curbside composting Education PMP University of Tennessee - Knoxville, TN February 2019 Graduate Certificate University of Tennessee - Knoxville, TN May 2016 Masters in Urban Affairs and Public Policy in Energy and Environmental Policy University of Delaware - Newark, DE May 2011 Bachelor of Arts in Political Science Maryville College - Maryville, TN May 2009 Skills Scheduling, PM, Waterfall, PMP, Information Technology Certifications/Licenses Project Management Professional (PMP) Assessments Organizational Skills Highly Proficient March 2019 Measures a candidate's ability to arrange and manage files or records using a set of rules. Full results: [https://share.indeedassessments.com/share\\_assignment/kr9xlql2phurlpuz](https://share.indeedassessments.com/share_assignment/kr9xlql2phurlpuz) Project Management Skills: Time Management Highly Proficient March 2019 Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables. Full results: [https://share.indeedassessments.com/share\\_assignment/b9weae-sybrptfpq](https://share.indeedassessments.com/share_assignment/b9weae-sybrptfpq) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in

any professional field. Additional Information COMPUTER SKILLS SAP, Microsoft Project, Microsoft CRM, Visio, OneNote, SharePoint, Live Meeting, EventMobi, Crowd Compass, Cvent, WebEx, ArcGIS, Microsoft Word, PowerPoint, Excel, Access, Publisher, Illustrator, AMOS, Minitab, SAS, SPSS, Tableau, Basecamp, Slack, WordPress, Teamwork, AzureDev Ops, Sendgrid, HTML, AWS, Oracle, Confluence

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