

IT Project Manager Associate IT Project Manager Associate IT Project Manager Associate - Erlanger Health Systems Louisville, KY Recent graduate from a top-tier university with experience in project management, data analysis, business administration, and an in-depth knowledge of the legal aspects surrounding the corporate world. I also have insight into how the interaction of governments, businesses, and non-governmental organizations run in today's world. I am detail orientated, organized, and I have strong communication skills. Authorized to work in the US for any employer

Work Experience

IT Project Manager Associate Erlanger Health Systems - Chattanooga, TN October 2018 to Present

- * Facilitated communication among clients, infrastructures, management and systems team members to ensure expectations and deadlines were met.
- * Managed project teams ranging from 15-50 people.
- * Resolved numerous project challenges including conflicting client requests, scope-creep, and technical limitations.
- * Developed project plan including scope, schedule and budget.
- * Maintained monthly project forecasts, status reports, risk and issues logs.
- * Created Statement of Work for external resources who were engaged on projects.
- * Conducted timely meetings with project sponsor and project champion to inform project status and request assistance if needed.

IT Project Coordinator Erlanger Health Systems - Chattanooga, TN June 2018 to October 2018

- * Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees.
- * Meets cost standards by monitoring expenses; implementing cost-saving actions.
- * Meets work standards by following production, productivity, quality, and customer-service standards; resolving operational problems; identifying work process improvements.
- * Coordinate with other departments to ensure compliance with established policies

Assistant Team Manager Domino's Pizza - Chattanooga, TN April 2016 to June 2018

- * Selecting personnel for specific positions and providing training and professional development.
- * Evaluating employee performance.
- * Collaborating with management on employee and customer service issues.
- * Promoting store merchandise and company product.
- * Understanding scheduling and staff level needs.

Data Entry Specialist Engstrom Services - Chattanooga, TN February 2016 to May 2018

- * Organizing files and collecting data to be entered into the computer.
- * Analyzing the data for errors.
- * Reporting problems with the data.
- * Accurately

entering information into various computer programs. * Keeping sensitive customer or company information confidential. Education Bachelor of Science in Political Science in Political Science University of Tennessee at Chattanooga, TN August 2014 to May 2018 Skills Waterfall Additional Information Project Management Conflict Resolution Program/ Project Budgeting Vendor management CPR/First- Aid Certified Strong Verbal and written communication Experience with MS Office products Customer/ Client Relations Team leadership

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