

Sr. Project Manager, Program Management Office Sr. Project Manager, Program Management Office Sr. Project Manager, Program Management Office - Centura Health Palmer Lake, CO I am a successful, seasoned project management professional with exceptional ability in organizing, planning and implementation utilizing Agile/Waterfall and PMI best practices; self-starter and highly motivated individual with ability to see the big picture and execute a plan/process/procedure. Particular strengths include putting effective teams in place and working collaboratively with various groups including peers, executives, vendors and business owners; able to come into a program/project/process and "hit the ground running" with very little direction; working across an organization; meeting or exceeding all goals including budget and project timelines, initiatives, best practices and vision/mission.

Work Experience

Sr. Project Manager, Program Management Office Centura Health - Centennial, CO March 2019 to Present

Responsibilities: focused on standing up PMO process and managing projects

- Managing numerous IT projects
 - Windows 10 Deployment
 - UniPOC to Epic Implementation
- Strategy and operations process to push the PMO forward on maturity model
- Gathering, prioritizing and managing requirements for project management processes
- Setting process direction and designing future state per guidance of PMO Director
- Managing and overseeing process improvement
- Documenting all process related artifacts
- Partnering with business units, understanding business pain points and designing solutions
- Monitoring customer satisfaction and driving improvements
- Reporting on process performance
- Mentoring and coaching staff towards development of their career goals

EPMO Operations Manager, Enterprise Program Management Office SCL Health - Broomfield, CO November 2004 to October 2018

Responsibilities: successfully stood up a process/procedure for the entire organization

- Manages staff of 12+
- Strategy and operations process to push the EPMO forward on maturity model
- Gathering, prioritizing and managing requirements for project management processes
- Managed and led bringing 4 PMO's together under the EPMO structure
- Setting process direction and designing future state
- Managing and overseeing process improvement
- Documenting all process related artifacts
- Partnering with business units, understanding business pain points and designing solutions
- Monitoring customer satisfaction and driving improvements
- Reporting on process

performance Prioritizing program/ project resources within the span of control Annual reviews for associates Mentoring and coaching staff towards development of their career goals EPMO operational budget management Oversight on programs and projects Managed all vendor contracts for consulting and contracting resources Manager for EPMO Skills/Execution/Tools Pillars to take the EPMO to the next level Established and implemented Daptiv for resourcing management Established and implemented EPMO processes and procedure IT PMO Operations Manager, SCL IT Project Management Office Responsibilities: successfully stood up the IT PMO and created a new model for vendor management across the system Role responsibilities same as above Managed staff of 12+ Managed implementation and start up of PMO Created and managed vendor relationships across the system IT Program Manager, Program Management Office Responsibilities: Program Manager for National ICD-10 Implementation (10 million budget) ? System wide implementation across 9 hospitals and over 150 clinics Program Manager for EPIC implementation across 9 hospitals (20 million budget) IT Project Manager Program Management Office - Morrison, CO October 2002 to July 2003 Responsibilities: Managed numerous IT projects ? Telecom/EMR/Security/Hardware/Network Collaborated with all IT teams across SCL System Coordinated with executives for project prioritization Coordinated with project team Managed all aspects of project management deliverables Managed all facets of project life cycle from planning to close out Assistant Project Manager, Planning & Construction Responsibilities: Hardware/Network Project Coordination Relocation Coordination Lead Signage Committee Chair - Interior/External Implemented signage/art committee and standardization Organizational signage lead at all campuses Maintain monthly/annual reports Research/assist development of new reports that are beneficial to director/staff Apply applicable regulatory requirements Meet Organization's standards of quality Maintain commitments through planning, design and implementation Construction and close-out processes Interact with user groups and administration to determine scope, design, budget, schedules and help facilitate administrative approval Coordinate with internal/external consultants Coordinate and report project progress Assist with daily project budget reporting Assist with implementation of Infection Control and Life

Safety policies Manage and implement Patch and Paint improved processes Administrative Assistant/Charge Auditor, Women's & Children's Services Responsibilities: Super user for Centricity Perinatal (QS) Oversee auditing of patient charts on a monthly basis Process batch charges and verify charges are entered accurately Build and maintain patient charts routinely Schedule prenatal classes Created admissions files Mass mailings Provided support as a receptionist Educate staff on charge sheets correct usage OB Scrub Tech., Labor and Delivery Responsibilities: OB Scrub Technician-procedures including but not limited to sterilization, cesarean sections, hysterectomies, cerclages, D&Cs Stocking operating rooms for cases and assist in scrub technician role Responsible for readiness and organization fo operating suites Maintain records for department per JCAHO standards Assisted surgeon with surgical procedures Inventoried and ordered supplies and equipment Organized, documented and entered data of patient records Observed cardiac monitors and alerted proper personnel when required Unit Secretary, Labor and Delivery Responsibilities: Order Labs as needed for patients. Answering Phones Assist Clinical staff with patient record Data entry Bear Creek Nursing and Rehabilitation, Morrison, Colorado October 2002 - July 2003 Business Office Assistant/Accounts Payable/Receptionist Certified Nursing Assistant Responsibilities: Assisted Families with Financial Planning Medicare and Insurance Billing Processed Expense Reports Data Entry Assisting residents' with personal needs accounts Made deposits for facility and personal needs accounts Assisted residents with personal care Fulfilled Nurse Aide duties/activities of daily living Education Masters in Business Administration in Graduate Certification Keller Graduate School of Management - Denver, CO 2009 Bachelors in Business Administration in Business Administration DeVry University - Denver, CO 2007 Certified Peace Officer Red Rocks Community College - Lakewood, CO 2001 Certified Nursing Assistant Redlands Jr. College - Woodward, OK 1994

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