

IT Project Manager IT Project Manager IT Project Manager - AXCESS Dallas, TX ? Results oriented project manager with strong problem-solving, leadership and communication skills. ? 8+ years' experience managing projects for large and small organizations. ? Proficient in Microsoft Office Suite (including Project and SharePoint) and Jira. ? An understanding of organizational behavior, which is cornerstone for getting results in a team environment.

Work Experience IT Project Manager AXCESS - Dallas, TX April 2018 to Present

- * Plan and manage an average of 2 large and multiple small to medium sized projects simultaneously, the larger with budgets in excess of \$1M each (including an IT infrastructure upgrade project and an office expansion project), ensuring smooth completion of project tasks.
- * Communicate status of projects to stakeholders with written updates, meeting minutes, SharePoint storage and other forms as needed.
- * Utilize work breakdown structure (WBS) to ensure appropriate allocation of resources based on cost estimates and develop manageable scheduling to complete deliverables.
- * Determine the best project management methodologies to use (i.e. Agile or Waterfall) based on requirements of the project.
- * Mentor interns and junior level team members.
- * Created standards and processes for the project team where there previously were none.
- * Developed project roadmap for IT Team that impacts current and future development initiatives.

Project Manager VIZIENT, INC - Roseville, CA May 2016 to Present

- * Managed project to implement capital management SaaS application throughout the Sutter Health system, including process improvement, testing, and training. Application has managed approval process of over \$340M in spend over past 2 years.
- * Led multiple mid- and large-sized sourcing projects concurrently for purpose of vendor selection and contract negotiation. Projects have resulted in over \$3M in cost savings in 2017 and continue to impact entire Sutter Health system.
- * Collaborated with stakeholders to gather project requirements. Developed project management plans, scope, work breakdown structure, risk assessment, and schedule. Monitored projects against baselines throughout project lifecycles. Led project status meetings.
- * Improved working relationship with client sponsor and project team by cultivating team environment, where relationship was previously strained.

Project Coordinator KAISER PERMANENTE - Oakland, CA July 2012 to May 2016

- * Provided support on multiple projects concurrently by collaborating with resources,

updating project management plans, and managing project timelines. * Planned and managed logistics for out of town workshop attended by 40+ key project stakeholders, maintaining scope and budget. * Helped develop project report on \$1B in spend on uninsured patients by conducting in-person interviews of department heads and key staff throughout Northern and Central California. * Conducted research for various projects and prepared reports shared with Sponsor and team. * Involved in selection process of project team members and development of presentations for stakeholder meetings. * Provided operational support to department Vice President as needed.

Project Coordinator AVIVIA HEALTH - Oakland, CA July 2008 to July 2012 * Managed schedules, collaborated on project management plans, and maintained strong relationships and communication with stakeholders. * Led wellness team of 9 individuals located in 3 states, collaborating on development of initiatives, which were tested on the internal teams and later implemented on clients. * Planned and managed multiple team building events, including one in Monterey, CA for 27 people. This entailed development of agenda and management of travel logistics for team members traveling from 5 states, all while staying 25% below budget. * Developed processes to assist with re-training of staff, which resulted in staff retention.

Education Certificate in Human Resources Management Golden Gate University - San Francisco, CA 2011 Bachelor of Arts in Management Golden Gate University - San Francisco, CA 2010 Skills Project planning, Risk assessment, Process improvement, Workflow, Quality assurance, PMP, Waterfall, Itil, Information Technology, PM Links <http://linkedin.com/in/michellemkendrick> Certifications/Licenses Project Management Professional (PMP) Present ITIL Present Additional Information SKILLS Process improvement Leadership Workflow planning Quality assurance and control Systems implementation Risk assessment and management Project Planning & Management Excellent Communication

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