

Project Manager Project Manager Project Manager Chatsworth, CA Work Experience Project Manager Regal Medical Group - Northridge, CA 2017 to 2018 * Manage cross functional teams to ensure effective collaboration and communication * Communicate status by producing reports and presentations to provide timely and accurate status and decision support information to Project and Management Teams * Develop business cases, requirements, and performance metrics * Help remove or mitigate any roadblocks impeding delivery and rollout * Develop and distribute weekly, monthly and quarterly reporting using multiple databases * Oversees testing of processes and products CRM/ Project Analyst Affinitiv - Calabasas, CA 2016 to 2017 * Worked to resolve any technical implementation issues associated with projects by coordinating efforts with IT staff to perform necessary fixes. * Meet with potential clients to review project details and determine the projected cost of potential project execution procedures. * Worked on special assignments that often involved seeking out new markets and identifying possible prospects. * Maintained the CRM systems for all the users such as the customer service and sales team. * Assisted the users in tracking the data, communicating with the internal and external users to facilitate the business. * Participated in various analytical processes and data recovery, implemented the various data changes to the CRM. * Prepared, produced and presented various operational analyses and PowerPoint presentations. * Performed and conducted complex conceptual analyses. Project/ Database Analyst Health Net, Inc - Woodland Hills, CA 2015 to 2016 * Data analytics supports decisions for high-priority, enterprise initiatives involving IT/product development, customer service improvement, organizational realignment and process reengineering. * Tested, analyzed and modified functional software * Reconciled data from various data file types to ensure quality results for internal and external customer bases. * Responded to inquiries and issues related to provider data coming directly from providers and other Network Management staff. * Facilitated and assisted with special projects and other initiatives to ensure provider data is complete. Program Manager Dynamo Aviation, Inc - North Hills, CA 2013 to 2015 * Work closely with Sales and Marketing Director to create relationships with Airlines (Air Canada and Lufthansa, Boeing, and Gulfstream). * Developed, tracked and managed project plans including goals, strategy, resource scheduling,

timelines, and budget. * Led market launch of 4 aircraft products. Identified opportunities, researched new product possibilities, collaborated with engineering team generating \$260K in quarterly sales. * Developed financial and valuation models to evaluate corporate and industry operating performance and efficiency * Prepared presentations utilizing PowerPoint and other Microsoft Office Applications * Conduct Profit and Loss analysis for Sales director weekly. * Create and market unit prices against competitors. * Keep close relationships with customers, following up on quotes and negotiating prices. * Analyze damaged units, and search for vendors who may repair unit that would save the airline money (Saved Air Canada \$360K in first quarter) * Quote and mark up units that exceed value of \$52,000, saving airline 65% on only repair. * Working with different CRM systems to create purchased work orders, purchase orders, and sales orders. * Working closely with accounting to create stable terms for customers.

Program Administrator Solar Center, Inc - North Hills, CA 2013 to 2013 to 2013 * Received leads, created Net Energy Metering, Single Line Diagrams, and Interconnection Agreements. * Served as primary point-of-contact on advertising events/meetings for the biggest accounts. * Assumed a lead role in pitch team meetings due to strengths in presentation and negotiation skills, and helped close major accounts (\$250K to \$450K contracts). * Dealt with a minimum of 15+ Disputes a day, left customer satisfied and received positive feedback from customer. * Created long-term relationships with customers. * Created spread sheets to organize purchased products, received products, and forecast an analysis of Profit and loss. * Scheduled inspectors to visit customer's property, scheduled appointments with installers to complete Solar and inverter installation. * Assisted customer over the phone to operate system.

Project Administrator Panda Express - Rosemead, CA 2009 to 2013 * Insured weekly cost and schedule of six store locations. * Achieving restaurant operational objectives by contributing information and recommendations to strategic plans and reviews. * Determining system improvements; implementing changes. * Preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; * Completed weekly inventory and ordering of products for several locations * Created weekly forecasts for labor and sales using database analysis * Updating job

knowledge by participating in educational opportunities; maintain personal networks; participating in professional organization. Education M.B.A. in Project Management Keller Graduate School of Management - Sherman Oaks, CA 2017 B.B.A. in Operations Management DeVry University - Sherman Oaks, CA 2014 Skills DATABASE (5 years), POWERPOINT (3 years), SCHEDULING (2 years), ROLLOUT (1 year), TESTING (1 year), Outlook, budget, Estimating, Maintenance, Word

Additional Information Expert in agile and scrum project management methodologies. Known for ability to produce high-quality deliverables that meet or exceed timeline and budgetary targets. Focused teams on business objectives and tracked progress to ensure project milestones were completed on time, on budget and with the desired results. Anticipated and managed change effectively in rapidly evolving global business environments. Computer skills Visual Studio, Microsoft Dynamics, Masterdigm Systems, Sharepoint, Pentagon Systems, MS Project, Excel, Word; Outlook; SharePoint; Tableau; IDM; SSRS; Word; PowerPoint, Lotus Notes, Familiar with SQL database queries

Core Competencies * ROI Analysis * Project Scheduling * Testing/QA/Rollout/ Support * Business & IT Planning * Operation Analysis * Portfolio Analysis * Consumer Analysis * Risk Management * Business Strategy

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