

Project Manager Project Manager Project Manager - Greenway Health, LLC Lutz, FL Work Experience Project Manager Greenway Health, LLC - Tampa, FL January 2013 to Present Planning, scheduling, budgeting, and implementation of multiple Practice Management and EHR Systems. Performing Project Management functions on various sized projects and platforms including meeting facilitation, managing project delivery framework, mitigating risks and issues identified and supporting deployment schedules and processes. Managing various sized projects from initiation through delivery, ensuring completion of the project schedule and within budget constraints. Working with internal/external clients to gather business requirements and coordinate project plans.

Identifying project scope, implementation plan, engaging key stakeholders, defining and coordinating activities, communicating changes and progress, driving commitment, overcoming resistance and leading project teams. Serving as a liaison between the healthcare practices and the IT department by conducting recurring scheduled calls/workshops with stakeholders, engineers, and trainers. Communication with multiple stakeholders from varying levels including but not limited to Executives, Office Managers, Physicians, third party IT, Internal Support, Engineers, Developers, and Field Technicians. Providing project leadership, work direction and feedback. Developing and tracking project plans, including schedules, budgeting, resource schedules, communication, risk mitigation, and issue resolution plans, communicating and reporting statuses to stakeholders. Coordination, development, and budgeting of training plans. Coordination of hardware delivery, installation, and support. Creation and implementation of new internal processes and best practices following Lean Six Sigma Guidelines. Re-engineering legacy business processes to streamline efficiency using Lean Six Sigma principles. Coaching and training project team members on business processes and best practices. Technical Environment: Salesforce, Intacct, Big Machines, Open Air, Windows, MS Office. Business Analyst MB2x Tampa, FL August 2012 - January 2013 (Contract) Solving organizational information problems and requirements by analyzing requirements; designing computer programs; recommending system controls and protocols. Determining operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Designing new computer

programs by analyzing requirements; constructing workflow charts and diagrams; writing specifications. Creating wireframes for Web-Applications using Balsamiq. Attending JAD sessions with direct client interaction. Conducting user analysis and writing personas. Documenting use cases and requirements using CaseComplete. Bug Tracking and resolution using Lighthouse. Improving systems by studying current practices; designing modifications. Recommending controls by identifying problems; writing improved procedures. Monitoring project progress by tracking activity; resolving problems; publishing progress reports; recommending actions. Maintaining user confidence and protecting operations by keeping information confidential. Technical Environment: .Net, C#, SQL Server, Balsamiq, Case Complete, Lighthouse, VMWare, Windows. Healthcare and IT Recruiter The Computer Merchant - Norwell, MA February 2012 to August 2012 Privately Held; 1001-5000 employees; Staffing and Recruiting industry Identifying candidates/clients through job board databases, online job orders and existing candidate/client inventory (Job Diva) to define appropriate prospects based upon the needs of the customer. Consulting one-on-one with large organizations and hiring managers to identify staffing needs. Focus on staffing for the technology industry and the healthcare technology industry. Constructing Boolean search strings to expedite focused candidate/client discovery. Coaching candidates on interview skills and editing resumes, CVs, and portfolio materials. Talent Qualification Specialist Kforce Professional Staffing - Tampa, FL March 2011 to February 2012 Identifying candidates/clients through job board databases, online job orders and existing candidate/client inventory (Recruitmax) to define appropriate prospects based upon the needs of the customer. Consulting one-on-one with large organizations and hiring managers to identify staffing needs. Focus on staffing for the technology industry and the healthcare technology industry. Constructing Boolean search strings to expedite focused candidate/client discovery. Coaching candidates on interview skills and editing resumes, CVs, and portfolio materials. Rapidly promoted to the position of Talent Qualification Specialist. Technical Abilities Desktop application programs: Salesforce, OpenAir, BigMachines, Intacct, Balsamic, CaseComplete, Lighthouse, MS Word, Excel, Power Point, Outlook, Visio, MS SharePoint, Adobe Photoshop Programming languages: Javascript,

HTML, CSS Education Bachelor of Arts in English University of Florida - Gainesville, FL 2009

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