

Software Project Manager Software Project Manager IT Project Manager, PMP Charlottesville, VA
Accomplished, career-driven individual with a proven record of significant and successful contributions to large, cross-functional teams and projects. Project Management Professional with specialties in methodology creation, mergers and acquisitions, emerging technologies and software implementations. Obtained a Master's of Science in IT Project Management from Purdue University. Authorized to work in the US for any employer Work Experience Software Project Manager University of Virginia Health System - Charlottesville, VA October 2018 to Present The Center for Behavioral Health and Technology develops and tests novel eHealth and mHealth self-management interventions for patients with medical and psychiatric illnesses. -Lead a growing team of web and mobile developers and designers -Plan, manage, track complex IT-related technology projects utilizing Agile methodologies -Develop detailed project plans, budgets, schedules, communication strategies, QA and risk management plans for multiple concurrent projects Senior IT Project Coordinator Moss Adams LLP - Seattle, WA June 2017 to October 2018 Managed projects and pieces of firm-wide programs that align with and advance the firm's strategic priorities Develop new project management methodologies and best practices with specific processes, tools, and templates Participate in a specialized emerging technology task force to manage the proof of concepts that utilize machine learning and artificial intelligence to innovate accounting practices Integrated technology and business systems for 8 recent acquisitions that successfully incorporated new data, applications and over 500 employees into the firm Led a team that created an automated process for requesting, provisioning, securing and decommissioning instances of a virtualized server and remote desktop for third-party and contractor access IT Project Coordinator Moss Adams LLP - Seattle, WA August 2015 to June 2017 Established and maintained PMO files, project data, portfolio data and the IT department intranet presence through the use and design of custom SharePoint sites Tracked annual portfolio of 75+ IT projects from initiation through completion Developed annual portfolio planning tools, prioritized initiatives and formed steering committees Partnered with Project Managers to collect, manage and drive completion of project-specific deliverables Triaged and resolved business requests for information, assistance,

and project management tools/resources Project Coordinator Versio - Renton, WA September 2014 to March 2015 Conducted various administrative tasks: scheduled meetings, conferences, and seminars; planned events; composed case studies and other formal business communications Built recommendations and implemented Project Management procedures Managed internal projects; developed client-focused solutions, cost analyses and project plans System Analyst Intern INHS, Information Resource Management - Spokane, WA April 2014 to June 2014 Developed a program to better engage patient portal users to meet Stage 2 Meaningful-Use requirements Internship project included patient troubleshooting, research, reporting, adoption and written findings Education Masters of Science in Computer Information Technology; IT Project Management Purdue University - West Lafayette, IN August 2017 to August 2018 Bachelor's of Science in Health Informatics Technology and Management Eastern Washington University - Spokane, WA September 2011 to June 2014 Skills Microsoft Office Suite (Word, Excel, Publisher, Access, PowerPoint, Visio) (6 years), MS Project (4 years), SharePoint Administration/Designer (3 years), Lean Six Sigma (1 year), Scrum (1 year), Kanban (1 year) Awards Student Professional of the Year 2014-06 Certifications/Licenses Project Management Professional (PMP) August 2017 to August 2020 Driver's License Certified Associate in Project Management (CAPM) February 2015 to February 2020 ITIL Foundations July 2017 to Present Additional Information Featured in PMI's Video: Project Management for Gen Z - May 2018 Founding Member: Women in Technology, Communications Chair - March 2018 Featured in PMI's PM Network Article: 'Rising Stars' - August 2015

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