

Corporate IT Project Manager Corporate IT Project Manager Corporate IT Project Manager - Baptist Health Shepherdsville, KY Work Experience Corporate IT Project Manager Baptist Health - Louisville, KY March 2018 to Present Manage enterprise level projects within an eight-hospital system. Upgrade of Powerscribe 360 to latest software version and new infrastructure across eight hospitals. Implemented Dragon Medical One, a cloud-based medical voice-dictation application, across eight hospitals. Upgraded Dragon Medical Network Edition (DMNE) to version 2.7.4 across seven hospitals. Lead the integration of CBORD, a dietary application, and new infrastructure at Baptist Health Floyd. Held a position on the core team of the IT PMO Process Improvement Initiative to enhance project intake, governance, and efficiency. Managed subprojects of the IT PMO Process Improvement Initiative including the construction of an interactive portal to capture all IT project and Epic enhancement requests. Participated in an internal focus group concentrating on continuous improvement to develop IT PMO documentation, templates, and processes. Project Management duties included maintaining and creating project plans, leading weekly meetings for updates and milestone reporting, weekly Stakeholder updates, go-live oversight, transition to operations, and project closure. Maintain documentation including risk and issues log, communication plan, and project SharePoint site. Project Management Team Coordinator Baptist Health - Louisville, KY June 2016 to March 2018 Microsoft SharePoint Administrator, including significant development work. Built a project reporting tool within SharePoint used to track all IT projects and programs throughout the IT department. Member of the IT SharePoint Advisory and Governance Board to promote the direction and execution of SharePoint initiatives. Performed quality control audits to monitor the Project Management team's work performance and organization. Implemented the RetinaVue Network, a diabetic retina scanner, at three Baptist Health Medical Group facilities. Assisted with orientation and onboarding new Project Managers. IS Intern, Project Management Baptist Health - Louisville, KY February 2015 to June 2016 Assisted in managing Project Management team documentation and SharePoint site, focusing on an Executive Summary spreadsheet and administration of Microsoft Project Server. Produced reports and dashboards used to drive project status and portfolio review meetings. Worked with

project and portfolio managers on compliance, templates, and reporting. Regularly updated the project tracking system to ensure accurate data was reflected. Performed miscellaneous tasks vital to the Project Managers and the Portfolio Manager. Education Bachelor of Arts in Communications University of Louisville - Louisville, KY December 2017 Skills PMP, Project Management, Information Technology, PM Certifications/Licenses Project Management Professional (PMP) Driver's License

Name: Joseph Baker

Email: heidi71@example.org

Phone: (709)302-9520