

Program Director Program Director Work Experience Program Director Todd Lastrapes Memorial Foundation - Opelousas, LA December 2018 to Present Plans and executes programs for a 501(c)(3) non-profit organization. Researches and applies for funding. Business Operations Specialist KAIROS CAPITAL, LLC (formerly Bedrock Management Solutions) - Kennesaw, GA April 2017 to November 2018 Led property management personnel to identify, minimize and resolve operational risks. Reduced manual invoice entries by 75% and improved monthly financial report generation by 80% through process improvement. Assisted accounting with accounts receivables, invoice payment processing and monthly financial reports. Communicated with vendors to resolve payment and billing issues. Program Manager, Grants & Outcomes PRIME ONCOLOGY - Atlanta, GA October 2016 to April 2017 Analyzed data and generated outcome reports for medical education programs to meet closeout timelines. Prepared and submitted grant proposals for oncology educational programs. Compliance Program Manager / Administrator CONISUS, LLC - Atlanta, GA July 2012 to December 2015 Managed development and implementation of an ethical company-wide compliance program to meet guidelines for operation and reporting of multi-client, multi-million dollar annual programs. Standardized and documented processes for data collection and analysis, document storage and program reconciliation for 10k+ annual programs. Initiated audit processes, reducing program closeouts from 60+ days to 30 days. Audited data and generated monthly transparency reports for multiple clients, meeting reporting deadlines 100% of the time. Rewrote design requirements and performed UAT for reports, optimizing run time to create real-time report generation instead of overnight execution. Database Administrator CONISUS, LLC - Atlanta, GA September 2011 to June 2012 Validated and maintained company database of 10,000+ healthcare providers. Education Bachelor of Science in Electrical Engineering Tulane University - Opelousas, LA Skills Data management, Documentation, Excel, Written and verbal, Governance, Time Management, Outlook, Microsoft Excel, Project Coordination, Account Reconciliation, Property Management Additional Information SKILLS Advanced Microsoft Word and Excel Compliance Data Management & Governance Reporting Project Management Documentation Written and Verbal Communication Technology Savvy

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