

IT Project Manager IT Project Manager IT Project Manager - Corrora LLC Boston, MA Work Experience IT Project Manager Corrora LLC - Waltham, MA October 2018 to Present Implemented Aris Global reporting solution for Rheumatoid Arthritis database reporting. Managed Microsoft SharePoint deployment to company wide from planning stage to final deployment Managed Data warehouse build and integration into company infrastructure from server build through data source integration and workflow changes Created a detailed project plans based on implementation procedures and best practices currently in place Worked with PMO to create best practices and improve standard operating procedures. Managed project staff and stakeholder relationships throughout the implementation of the projects and facilitated transfer of projects from implementation phase to operations phase Implemented IT Program to oversee the IT project portfolio Monitored the progress of the projects and adjusted ensure the successful completion of the project Project Manager/Service Owner Biogen - Weston, MA February 2017 to October 2018 Managed Office ProPlus deployment to 10,000+ users from planning stage to final deployment Planned and executed company wide discover and testing project to prepare all users for Windows 10 adoption Created and executed Windows 10 deployment plan deploying Windows 10 upgrade to 55% of the company to date Created process to identify which new GxP and non-GxP applications will need to be tested during each Microsoft upgrade cycle Develop roadmap to deploy and maintain Microsoft applications and operating system Worked directly with Microsoft to develop and implement an internal process that aligns with Microsoft's servicing model Provided bi-weekly project status reports to executive team Coordinated with User Experience team to effectively communicate with end users on both training and informational messaging Facilitated daily and weekly team meetings to review ongoing projects, identify risks and ways to mitigate the effects Oversaw all test execution prior to the deployment of any upgrades or patches for Windows 10 or MS Office Project Manager Accelerated Innovations - Needham, MA May 2016 to August 2016 Oversaw 3 client marketing portal upgrades from initial planning to deployment Used MS Project to create a detailed project plan Managed project staff per the established policies and practices of the organization Managed client relationship throughout the implementation project

and facilitated transfer of client from implementation phase to support phase      Provided weekly project status reports to both clients and executive team      Worked with internal and external stakeholders to guarantee quality and availability for online marketing materials

EHR Implementation Project Manager CareCloud Inc - Boston, MA November 2015 to April 2016

Implemented CareCloud in 4 physicians offices from initial fact-finding to full implementation

Created a detailed project plan based on implementation procedures and best practices currently in place      Provided tier one technical support for clients and arranged for troubleshooting for more complex issues      Managed project staff and client relationship throughout the implementation of the project and facilitated transfer of client from implementation phase to support phase      Executed the project per the project plan      Facilitated weekly team meetings to review projects, identify risk and ways to mitigate the effects of the risks      Monitored the progress of the project and adjusted ensure the successful completion of the project      Established a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project

Project Manager SRI Infotech Inc - Norwood, MA September 2014 to October 2015      Created detailed SOWs (Statements of work) and worked with the client to agree to milestones to lead to the project's completion      Worked with senior staff to negotiate any changes in the terms of the SOWs as required      Developed a schedule for project completion that effectively allocated the resources of the activities      Determined the objectives and measures upon which the project would be evaluated at its completion      Recruited, interviewed and selected staff and/or volunteers with appropriate skills for the project activities      Managed project staff and/or volunteers per the established policies of the organization      Executed the project per the project plan through monitoring the progress of the project and adjusting as necessary to ensure the successful completion of the project

Coordinator Stoneridge Inc - Canton, MA May 2014 to September 2014      Coordinated with clients and shipping companies to arrange for shipping      Acted as front-line contact for clients and EDI processing partners      Provided technical support for EDI Applications      Provided monthly reports to upper management regarding the status of accounts and planned corrective actions regarding any issues that have arisen in the previous month      Implemented new policies to streamline processing of

orders with greater accuracy Education Bachelor's Degree in Communications Curry College -  
Milton, MA 2008 Skills Estimating, Outlook, budget Certifications/Licenses CSM June 2019 to June  
2021 <http://bcert.me/sgmhzpawo>

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