

Project Coordinator Project Coordinator Project Manager Lansdale, PA Work Experience Project Coordinator Coredial - Blue Bell, PA June 2018 to Present Overseeing the Change Management process Adopting any delegation and use of project assurance roles within agreed reporting structures Assistance with preparing and maintaining project, stage and exception plans as required Managing project risks, including the development of contingency plans Manage team workflows and projects using JIRA and Smartsheets Monitoring overall progress and use of resources, initiating corrective action where necessary Applying change control and configuration management processes Reporting through agreed lines on project progress through highlight reports and end-stage assessments Liaison with appointed project assurance representatives to assure the overall direction and Integrity of the project Maintaining an awareness of potential interdependencies with other projects and their impact Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

Project Leader Independence Blue Cross - Philadelphia, PA March 2017 to Present Managing the production of the required deliverables Planning and monitoring the project Adopting any delegation and use of project assurance roles within agreed reporting structures Preparing and maintaining project, stage and exception plans as required Managing project risks, including the development of contingency plans Liaison with PMO and related projects to ensure that work is neither overlooked nor duplicated Monitoring overall progress and use of resources, initiating corrective action where necessary Applying change control and configuration management processes Reporting through agreed lines on project progress through highlight reports and end-stage assessments Liaison with appointed project assurance representatives to assure the overall direction and Integrity of the project Maintaining an awareness of potential interdependencies with other projects and their impact Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Enhances department

and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

IT Jr. Project Manager Epic EHR Project Temple University Health Systems February 2016 to October 2016

Handled project-related activities independently and coordinated project deliverables

Communicated project plan to team members through meetings and presentations

Coordinated conferences, group meetings, and audio-visual equipment

Assisted in drafting project schedules, cost estimate, and deliverables

Worked with project team members and project managers and developed strategic project management plans

Assisted in budget preparation for IT operations and invoices

Created project documents, status reports, and monitored project progress

Perform client management and define guidelines and policies for IT projects

Coordinate with project manager and guide software designers and programmers in accomplishing projects objectives

Apply logics and analysis in directing and executing project operations

Monitor the entire phases of project cycle and ensure quality and outstanding performance of products

Prepare project calendars and modify schedules as necessary

Report project status to clients and the management from time to time

Perform staff performance evaluations and participate in project meetings and review IT products

Assisted with Go-Live processes and procedures

Performed TDR (Technical Dress Rehearsal) on several machines in preparation for Go-Live.

IT Project Coordinator Cerner Project Insight Global - Einstein Healthcare Network August 2015 to February 2016

Coordinate activities, resources, equipment and information

Liaise with clients to identify and define project requirements, scope and objectives

Make certain that clients' needs are met as the project evolves

Help prepare project proposals, timeframes, schedule and budget

Monitor and track project's progress and handle any issues that arise

Act as the point of contact and communicate project status adequately to all participants

Use project management tools to monitor working hours, budget, plans and money spend

Issue all appropriate legal paperwork

Report and escalate to management as needed

Create and maintain comprehensive project documentation, plans and reports

Administrative Project Manager Northern Children Services April 2012 to August 2015

Assisting and supporting the Project Manager in their daily duties.

Supporting all areas of

project. Pulling data, creating reports to present to leadership. Ensuring that relevant management information is captured and analyzed. Providing project support to senior Project Managers. Reviewing the efficiency and effectiveness of service delivery. Responsible for handling the projects finances. Acting as administrative support to Project Managers and Directors on projects. Identify, analyze, prioritize, mitigate and communicate project risks. Helping the Contract Manager with the development of operating procedures. Writing up documentation for safety procedures. Communicating with project manager to report on project status. Resolving any financial queries that are raised. Involved in Coordinating projects from inception to completion. Developing training and briefing material for staff. Leading and organizing a team.

Sr. Administrative Assistant Northwestern Human Services June 2009 to July 2015 Coordinate medical appointments; administer medications. Participate in the development and implementation of individualized service plans, treatment activities, case conferences, etc. Create a motivational atmosphere for consumers, educate myself with their interest and have ability to work empathetically with people with disabilities using methods of recovery principles. Coordinate weekend activities with weekend residential staff and residents. Facilitate group meetings and manage conflict resolution between residents and others during their stay in the program. Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system. Answered telephones and transferred calls to appropriate staff members. Sorted and distributed incoming communication data, including faxes, letters and emails. Monitored and maintained the organization's website. Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis. Organized the scheduling of meetings, conferences, and events; distributed minutes for them. Coordinated agendas for meetings with visitors and clients-arranged guest and travel accommodations. Took care of staff office space, weekly schedules, travel reports, phones, parking, credit cards and office keys. Maintained the office database - retrieved and organized information for individual employees and clients. Created spreadsheets and presentations for corporate executives. Purchased office equipment and supplies - contacted vendors and subcontractors. Established and implemented administrative policies and procedures

for the office. Filed and recorded corporate documentation, electronic files, inventories and reports. Education Germantown High School - Philadelphia, PA June 2007 Penn State University - Schuylkill Haven, PA Skills Risk Management (5 years), Team Management (7 years), Subject Matter Expertise (5 years), Microsoft Office Applications (10+ years), Project Management (5 years), Negotiation (7 years), Networking (10+ years), Meeting Planning (10+ years), Administrative Support (10+ years), Excel, Scheduling, JIRA (2 years) Additional Information COMPUTERSKILLS

Microsoft Word, Excel, MS Project, JIRA, Asana, Smartsheets, Remedy, Microsoft PowerPoint, Visio, OneNote, Clarity, Confluence, iTop Outlook, GroupWise SharePoint SKILLS

PORTFOLIO Results oriented, self-motivated team builder with a proven track record of getting the job done. Proven track record of completing projects within the assigned time frame and budget constraints while meeting and beating the overall objectives. Unique blend of technical experience, project management skills and team-building capabilities; ability to increase organizational effectiveness and staff skill level through training and awareness of best practices. Ability to cultivate trust and respect through open communication and shared goals among various departments / business units. Established effective relationships with prospects and customers based on integrity, credibility and technical capability. Superior project leadership, technical, and analytical skills Experience of IT operations environment and initiate process improvements Strong communication, presentation, and customer service skills Abilities to multi-task and prioritize tasks logically Comprehensive knowledge of project management tools Outstanding time management, summarization, and organizational skills

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