

IT Project Manager Associate IT Project Manager Associate IT Project Manager Associate - Erlanger Health Systems Recent graduate from a top-tier university with experience in project management, data analysis, business administration, and an in-depth knowledge of the legal aspects surrounding the corporate world. I also have insight into how the interaction of governments, businesses, and non-governmental organizations run in today's world. I am detail orientated, organized, and I have strong communication skills. Work Experience IT Project Manager Associate Erlanger Health Systems - Chattanooga, TN October 2018 to Present * Facilitated communication among clients, infrastructures, management and systems team members to ensure expectations and deadlines were met. * Managed project teams ranging from 15-50 people. * Resolved numerous project challenges including conflicting client requests, scope-creep, and technical limitations. * Developed project plan including scope, schedule and budget. * Maintained monthly project forecasts, status reports, risk and issues logs. * Created Statement of Work for external resources who were engaged on projects. * Conducted timely meetings with project sponsor and project champion to inform project status and request assistance if needed. IT Project Coordinator Erlanger Health Systems - Chattanooga, TN June 2018 to October 2018 * Accomplishes work requirements by orienting, training, assigning, scheduling, and coaching employees. * Meets cost standards by monitoring expenses; implementing cost-saving actions. * Meets work standards by following production, productivity, quality, and customer-service standards; resolving operational problems; identifying work process improvements. * Coordinate with other departments to ensure compliance with established policies Assistant Team Manager Domino's Pizza - Chattanooga, TN April 2016 to June 2018 * Selecting personnel for specific positions and providing training and professional development. * Evaluating employee performance. * Collaborating with management on employee and customer service issues. * Promoting store merchandise and company product. * Understanding scheduling and staff level needs. Data Entry Specialist Engstrom Services - Chattanooga, TN February 2016 to May 2018 * Organizing files and collecting data to be entered into the computer. * Analyzing the data for errors. * Reporting problems with the data. * Accurately entering information into various computer programs. *

Keeping sensitive customer or company information confidential. Education Bachelor of Science in Political Science in Political Science University of Tennessee at Chattanooga, TN August 2014 to May 2018

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