

GABRIELLE RAINES

SENIOR AT MICHIGAN STATE



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Lansing, Michigan



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EDUCATION

BACHELOR OF ARTS/ADVERTISING

Michigan State University
Lansing, MI 2016 - 2020

EXPERTISE

- Project Management
- Information Technology
- Procurement Policies
- UI/UX Design
- Health IT Services
- Content Development
- Vendor Outreach
- Data Analytics & Reporting
- Management Strategy
- Account Planning & Research

PROFILE

I have worked in the PMO department over the last few years, ultimately gaining experience in Information Technology, Wireframing, UI/UX Design, Design, Procurement Policies, Project/Product Lifecycles, SOWs, Workflows, Requirement Traceability Matrix's (RTM), Business Impact Analysis (BIA), Organizational and Administrative Services/Tools. As a current PMO Intern for MiHIN, I take pride in building connections with those within and outside of the organization.

EXPERIENCE

CREATIVE CONSULTANT

Creative Center/ Lansing, MI / December 2019 - Present

- Designed and developed the UI/UX for the company's website and various supporting graphics/logos
- Demonstrated portfolio management techniques to assist clients with existing portfolios involving areas of design, copywriting, and video production
- Refined and developed concepts with clients to generate innovative portfolio work

PROJECT MANAGER

Michigan Health Information Network (MiHIN) / Remote / May 2019 - Present

- Developed wireframes and UI/UX prototypes that contributed to user-centered designs to assist Software Engineers with the creation of websites
- Provided aid to the overall projects by preparing project deliverables, tracking action items, maintaining the project schedule, revising workflows, compiling procurement research, updating the RTM and BIA, acquiring status updates, scheduling meetings, and reaching out to vendors
- Responsible for reviewing NetSuite/Nexonia memos logged by staff and communicating/following up on memo changes with individual staff members to assist the PMO and Finance Department
- Performed quality assurance tests for software developed by external vendors
- Participated in weekly project team calls, stakeholder roll calls, and related project meetings
- Aided the Security Department with HITRUST/TNAP Certification processes by reviewing policies and related documentation

WEB DESIGNER

Freelance / Lansing, MI / May 2019 - August 2019

- Proposed comprehensive web design plans to various clients
- Curated effective content in order to communicate brand messages in reactive ways
- Designed new web interfaces, layouts, and graphics
- Corresponded with clients to determine their needs for company sites

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SKILLS

- Planning & Organization
- Strategic Thinking
- Communication
- Leadership
- Analytical Thinking
- Teamwork & Cooperation
- Creative Thinking
- Initiative & Problem Solving
- Time Management

AWARDS

DEAN'S LIST

Michigan State University

DIPLOMAT TORCH AWARD

Business Professionals of America

INTERESTS

- Artificial Intelligence
- Data Analytics
- Photography
- Environmental Sustainability
- Hiking & Kayaking

EXPERIENCE CONTINUED

PROJECT MANAGER

Wanigas Credit Union / Saginaw, MI / May 2018 - August 2018

- Improved resource allocation to promote efficiency and deadline management
- Achieved project deadlines by coordinating with vendors/contractors to manage performance
- Worked with Senior Leadership to ensure complex projects were completed on time
- Tracked overall project performance, specifically to analyze the successful completion of short and long-term goals
- Developed key messages and scripts for board meetings and presentations centered around the progress of the projects

ESERVICES INTERNSHIP

Wanigas Credit Union / Saginaw, MI / May 2016 - August 2017

- Provided assistance with the electronic filing of loan documents in a timely and efficient manner
- Demonstrated a professional versatility by assisting on the teller line in an effort best to serve Wanigas members
- Served as a point-of-contact for members seeking help regarding their account
- Entered details such as payments, account information, and call logs into the computer system

STUDENT BRAND AMBASSADOR

Serengetee LLC / Saginaw, MI / June 2015 - June 2016

- Interacted with various clients in order to strategically promote the overall brand message
- Created unique Marketing Plans that educated consumers on the features and benefits of the product
- Generated effective and innovative social media content
- Collaborated with various ambassadors throughout the United States