

Glorieuse Rachelle Norzea

(561) 577-0598 | BOYNTON BEACH, FL 33435

[LinkedIn](#) | [Email](#) | [GitHub](#)

PMP Certified CAPM with 3+ years leading projects throughout their lifecycle within the Healthcare and Information Technology industries. As an emerging Full Stack Developer, my goal is to leverage my experience and education to add value to your organization while achieving professional growth.

Skills

HTML5, CSS3, JavaScript, Express.js, React.js, Database Theory, MongoDB, MySQL, MS Project, MS Dynamics 365, MS Office (Word, Excel, PowerPoint, Outlook), Azure DevOps,, jQuery, Bootstrap, Tailwind, Git

Project Management, Agile Methodologies, Leadership, Organization, Conflict Management, Team Management, Communication, Customer Service, Analytical, Highly Ethical and of Good Character

Education & Certification

| | |
|---|--|
| Bachelors of Health Services in Health Administration Florida Atlantic University | Certified Associate in Project Management Project Management Institute Coding Bootcamp University of Miami |
|---|--|

Professional Experience

Project Manager, Bulldog Blockchain LLC Boynton Beach, FL Nov 2021 - Present

- Manage projects throughout the project life cycle
 - Manage Stakeholder engagements, manage legal contracts, conduct weekly sprints with developers and biweekly sprints with clients
- Diagnosed issues and implemented contingency plans to resolve and manage problems
- Executed project operations by confirming resource availability, submitting project deliverables, and preparing status reports
- Maintain knowledge of project objectives and coordinated with team to prioritize project activities
- Acquire new resources to fill open positions

- Create job postings, conduct interviews, manage contracted freelancers

Patient Navigator, Lynn Cancer Institute Boca Raton, FL Feb 2019- Oct 2021

- Oversaw office functions for the Multimodality Clinic and subsequent Oncology Conferences
 - Ordered and reviewed purchases/invoices related to stationery supplies and catering needs
- Managed QA and patient satisfaction reports for monthly and quarterly reporting
 - Analyze and report trends, assist in annual budget preparation
- Developed daily checklist for support staff to prioritize work responsibilities
 - Conduct new hire and supplemental training
- Manage, monitor, and evaluate the performance of team members
- Served as the initial contact for a diverse group including doctors, clinical staff, patients, vendors, and consultants.
- Conducted meetings and established relationships between stakeholders to open a phlebotomy clinic within the department to support patient care
- Planned, established, and communicated project deliverables to meet deadlines and maintain project schedules
- Identified and closed communication gaps to complete projects and maximize productivity for future projects