# Valerie Beasley

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# SUMMARY

Accomplished Project Coordinator/Manager with expertise in executive administration and a strong focus on client service. Skilled in utilizing Service Now and Salesforce to drive project success and enhance customer satisfaction. Possesses excellent written and verbal communication skills, exceptional organization, and great telephone etiquette.

Demonstrates strong interpersonal skills and the ability to assess client and team needs while maintaining confidentiality. Proven track record of quickly learning new processes and systems, adapting to changing workplace requirements, and consistently meeting or exceeding personal and team goals. Adept at leveraging Salesforce to streamline operations, optimize sales processes, and drive revenue growth.

# SKILLS

* Certified Scrum Master (Agile), Project Management Certificate
* 20+ Years of executive administrative and project coordination skills (calendar and event management, compliance policies and procedures)
* Maintaining Daily Workflow, Running Conflict Checks
* Extensive scheduling, meeting, and time management
* **Data structures and data analysis** for reporting, forecasting, and project optimization
* Create SOWs and contractual agreements with legal department
* Manage and provide training materials of release management and track compliance and making Client Matter adjustments as needed
* Realtime project updates, bugs via JIRA
* Purchase order, vendor management and monitoring via Oracle and Change request process via ServiceNow
* Computer savvy and researching computer databases and compiling reports for special projects (20 years Microsoft Office 0365, Access, ARIBA, Cerner, CMS, Concur, EMR, Epic, Google workspace, HRIS, Microsoft Project, Oracle, Peoplesoft, ServiceNow, Sharepoint, Smartsheet, KRONOS, 360 Systems, Windchill, etc.)
* Manage backlogs during sprints
* Coordination of all projects, budget, and records management via Smartsheet and Microsoft Project. Purchasing and billing AR/AP and Assigning Client Matter Numbers for the Firm
* Excellent verbal and written and communication skills (professional business correspondence and preparing presentations, reports, and correspondence)
* Type 65-70 wpm with speed and accuracy and dictation
* Extraordinary organizational and prioritizing skills for special projects and event coordination
* Operating computers with standard and specialized software applications (Microsoft Word 97-2013, Windows, PowerPoint, Epic, Excel, and Outlook, Access, Adobe
* Acrobat, Clarity, Confluence, Jira, Microsoft Project, Salesforce, SAP, Service Now, SharePoint, Concur, ETS, PeopleSoft, Power Chart and Visio)
* Problem solver, multi-tasking, and time management by meeting all deadlines

# EDUCATION

* UCSD – San Diego, CA
* Focus of Studies: Bachelor of Science in Business Management Graduating: 2025
* UCSD Extension – 2022
* Project Management Certificate
* Scrum Alliance - Chicago, IL

Certified Agile Scrum Master – 2018

* Rasmussen College - Mankato, MN
* Associate in business management – 2016

# PROFESSIONAL EXPERIENCE

**Amgen – Project Coordinator/Sr. Associate Supplier Governance via Ampcus 01/2024-Present**

* Assist multiple departments for the R&D Supplier Governance with scheduling of quarterly Operational Management Team (OMT) meetings.
* Vendor and Supplier management via Power Apps and Veeva in SAP database.
* Researching computer databases, compiling **data analysis reports,** and managing project backlogs during sprints
* Provide documentation management via SharePoint and Veeva of detailed meeting minutes and schedules.
* Update daily all phases of projects via Smartsheet, and Google docs; including ownership, maintenance, modification, and access controls.
* Submit service requests tickets into ServiceNow for changes on supplier documents, reports or equipment.
* Strong attention to details, systems and software such as: SharePoint, Excel, Word 365, ServiceNow, Power Apps (SAP database), Webex, Outlook and Teams.
* Prioritize meetings and define timelines.

**Rimini Street– Assistant Project Manager 10/2023-01/2024**

* Assist Sr. Project Manager & team on a high priority global IT deployment project.
* Incorporating change management processes with CEO and CIO and upper management.
* Coordinating with multiple departments to ensure meetings are scheduled, project deployment timelines are met.
* Manage training artifact documentation for end users of release management (i.e., quick aid guides and quick reference sheets that provide: Plan release, release monitoring, documentation and reporting, and release support via Google workspace).
* Perform all administrative tasks such as preparing project reports and distributing meeting minutes after weekly stakeholder meetings.
* Work with engineers to update bugs and artifacts in Jira.
* Update all phases of each project via Smartsheet.
* Updated bugs and artifacts in Jira, using data analysis to track project performance and identify trends.
* Facilitate daily meetings with teams and ensure resources are available.

**City of San Diego –Associate Project Manager via Zensar 08/2022-07/2023**

* Implemented project plan for deployment of Jabra for the City of San Diego.
* Managed, attended, and participated in stakeholder meetings to ensure stakeholder views were managed towards the best solution.
* Schedule and facilitate daily and weekly meetings to ensure all project deadlines are met. Set up meetings and event logistics for senior management and updated
* calendars.
* Documented, followed up, and distributed important actions and decisions from executive meetings.
* Managed project deployment timelines and performed **data analysis in Excel/Smartsheet** for budget tracking and forecasting.
* Created and managed project plans via Smartsheet, Microsoft Project and excel.
* Assisted with financial recordkeeping, including invoicing, expense tracking, and budget reporting via SAP database.
* Updated Jira with storyboards, updates and bugs for the developers.
* Monitored tasks, assessed, and tracked project risks and issues in excel and Smartsheet.
* Provided analysis reports for meetings, tracked all project changes, and provided Gannt charts, and updated in Jira as well as distributed minutes to all project team
* members via Excel, PowerPoint, and Microsoft Project for each project.
* Managed and tracked expenses to meet company budget requirements via Excel. Maintained and reconciled the financial forecast of multiple projects and tracked all
* procurement of all purchases of resources and vendor management via SAP database.
* Forecast, tracked, and managed projects via Smartsheet and Microsoft project and provided to clients’ weekly data reports.
* Process and issue contracts, purchase orders, change orders, RFI’s, budgets for vendors and subcontractors.  
  Working in a close-knit, team environment with the Project team in terms of project planning, procurement, budget set-up, creation of project logs, submittal process,
* preparation of owner contracts.
* Managed ServiceNow of all change requests from City of San Diego (CoSD); scheduled all network engineers per client request via ServiceNow of Network circuit,
* Access Points (AP), Uninterruptable Power Supplies (UPS) and hardware upgrades. Provided project schedule of all service updates.

## US Tech Solutions - Project Coordinator III at Medtronic (Carlsbad, CA) Remote 2/2022-6/2022

* Coordinating product development projects under the guidance of a Sr. Project Manager.
* Worked closely with the cross functional team members toward the successful execution of projects and business objectives.
* Managed small to large projects that involved teams in a broad range of cross-functional departments, including numerous and diverse outside vendors.
* Submitted Purchase Orders (PO) for project teams and follow up with vendors for confirmations and tracked status via Peoplesoft.
* Managed the updates of all project plans and release management documentation (Smartsheet, excel reports and quick reference documentation via
* leadership emails, and memos,).
* Ensured correct & consistent document formats, templates, and requirements were followed.
* Ensured all strategic communication was available via internal website of  newsletter articles, materials and Standard Operating Procedures (SOPs)
* Scheduled project meetings and coordinated project-related activities, including design reviews.
* Event Planning meetings, parties, conferences, receptions, seminars, others. Reserved facility, secured speakers, created brochures, invitations, awards and certificates,
* planned menus and scheduled caterers.
* Tracked project timelines and milestones for the project. Medtronic has its own customized LMS for new hires on their intranet.

## Ampcus - Associate Project Coordinator at Philips 7/2021- 12/2021

* Using Agile Methodology, responsible for ensuring compliance with Quality Management System.
* Facilitate daily meetings, conduct workshops, review the proposed changes with key users and subject matter experts.
* Provided updates to stakeholders via weekly meetings, leadership emails, memos of progress and changes of projects.
* Identify SOP and Windchill updates to be delivered and provide updates in conjunction with feedback from the business develop and deliver end user training of the PLM updates.
* Coordinate with Product Life Management (PLM), Engineering and Manufacture teams to create and handle Bill of Materials (BOMs), part numbers, and release design and drawings documentation for the Electrical Engineering (EE) and (MC) teams.
* Utilized LMS for training of new hires and engineers on Windchill systems training on Standard Operating Procedures and documentation process.
* Manage cross-functional project plans, schedule and delivery of functional scope across multiple workstreams/modules.
* Manage the documentation process of all training artifacts associated with project plan and release management (including specs and quick guide references).
* Provided strategic communication dashboards, and internal websites of newsletters articles, training materials and Standard Operating Procedures quick reference guides.
* Initiated delivering and operationalizing core PLM modules updates for Medical Devices.

## Altais & BlueShield CA - Associate Project Coordinator 4/2021-5/2021

Worked with Altais Practice Success Team and BlueShield California Primary Care Reimagined Team.

* Successful integration of value-based care models, to improve patient outcomes, and to drive cost effective healthcare delivery.
* As part of a SOW, I interfaced with I.T. and business teams on the Altais Product team and technology roadmap.
* Provided a project plan of data collection and reporting via Smartsheet and MS Project.
* Updated clients on procedures in Salesforce.
* Coordinated, scheduled, and facilitated daily and weekly meetings and provided minutes from meetings of budgets and forecasts and follow-up review baseline of projects with both teams.
* Submitted and updated vendor and purchase orders (P.O.s) via Peoplesoft.
* Utilized Blackboard LMS system to help employees’ complete compliance and training as well as healthcare payor of Medicaid and Medicare systems.

## Qualcomm - Project Coordinator 1/2020-1/2021

* Support for VP and his Executive Directors of Engineers at Qualcomm with domestic and international travel.
* Provided calendar and meeting management, and reconciled expense reports, and various other administrative tasks.
* Coordinated and assisted sponsorship of the STEM event at Petco Park.
* Create and execute schedule for UR memberships/globally via SharePoint of University memberships and sponsors, and creation of Wiki pages via Confluence (provide all strategic communications on company website).
* Integrated of new system of Windchill PLM system to ServiceNow -Take part in lifecycle management of engagement including set-up, revenue recognition and compliance, monthly accounting close, monitor funding, and 3rd party vendor management.
* Implemented training and compliance reports via LMS Oracle database.
* Provided and maintained $1.5M funding summary report and forecast budget spreadsheet, utility report card (engineers) track procurement and vendor payments
* via Oracle Database.
* Plan, execute, monitor, and complete projects. Assist more than 100 Engineers in the Quality Research & Develop (QRD) in collaboration with legal and regulatory departments to create, modify, and maintain patents for inventors and engineers with legal documentation and forms in PDF and follow-up of the execution of patients.
* Develop and maintain files for development projects and training via Google Docs.

## Sunniva – Office Coordinator 11/2019-12/2019

* Assisted CEO with the opening of new office in Carlsbad, CA with the set-up of new cubicles for customer service reps.
* Vendor management ordering new desks and monitors.
* Prepare budgets for the CEO along with the Controller.

**Intuit– Program Administrator/ Expense Travel Specialist 07/2019 – 10/2019**

* Provide support to Intuit in support and reporting of Pcard maintenance through Appzen system, Concur, and QuickBase systems.
* Bonded Program Administrator with Citibank Worldwide of applications and credit card updates.
* Managed and resolved daily Pcard inquiries, and policies and procedures through Outlook, and Intuits Intranet.
* Implemented updates to expense reports and reconciling via Concur expense reporting system.

## HP - Executive Assistant 03/2019 – 6/2019 Assisted 2 Directors in Media at HP –

* Scheduled all meetings, managed calendar daily for domestic and international meetings and provided meeting notes to directors and team.
* Created and distributed budget updates and prepared budget reports

## HCSC/BlueCross/BlueShield of Illinois 02/2016 – 11/2018

## Project Coordinator/Executive Assistant (Full-time)

Assisted 3VP’s Retail, Government and Group Division Technical Officers - ITG

* Agile methodology - prepare and provide budgets and forecasts and review baselines to project and track financial metrics such as revenue, costs, and profitability reports for all projects monthly via MS Project.
* Review Clarity database of correct logged time for all projects.
* Submission of SOWs, review updates of consulting agreements and completions in Service Now.
* Oversight of the provider agreement, amendment and payment appendix filing preparation with both Government and Commercial regulatory filing agencies of payor Medicare and Medicaid Collaborate with legal and regulatory departments to create, modify, and maintain contracting documents to BCBS business products.
* Updated Jira with changes and updates.
* Proficient in the use of Salesforce and Jira software development applications for clients and sales team.
* Ensure that all employees and contractors have computers, wireless system access and space.
* Weekly timekeeper for all three departments; employees for payroll of time, attendance, and vacation.
* Prepare monthly expense reports via Concur for payment of American Express by deadline.
* Update quarterly facilities survey of space occupancy (contractors, full-time and part-time and interns).
* Manages VP’s emails, voicemails, and calendars daily.
* Scheduled and facilitated daily scrum meetings and projects. Schedule all meetings with conference rooms, food, & video conference capability for departmentaland external clients. Schedule all travel domestic and international (visas, airfare, lodging, car, and itinerary).
* Type and prepare meeting notes, presentations and written documentation for all projects and provided to team and VPs.
* Manage and monitor team compliance.

## Pricewaterhouse Coopers, LLP – Minneapolis, MN 09/2014 – 12/2015

## EA/TA Business Support Team (Interim)

* Assist the Partners, Directors and Managers in the Tax, Assurance, Advisory and other departments with financial statements along with Wip and Pipeline reports for the Midwest Region.
* Create Microsoft Word and Excel documents for meetings along with proposals, engagement letters, and PowerPoint presentations. Provided meeting notes for all requests via email to ensure requests were captured exactly.
* Extensive calendar and meeting management. Schedule and organize meetings & catering, events and travel reservations and prepare expense reports via Concur and update and file visas and tax licenses. Update and help maintain and manage IRIS client database.
* Create invoices, and contracts through GFS, and billable codes to bill clients, verify AFS and A&C numbers through Engagement Financials on Sparks. Google, Lotus Notes (email) and IRIS databases (for clients), WebEx, Kcurve, Microsoft Office.

## BioMedix Advisory Services, Saint Paul, MN 05/2012 – 7/2014

## Office Administrator/Executive Specialist (Full-Time)

* Coordinated all planning and logistics, extensive calendar, and meeting management.
* Prepared materials for presentations and expense reports oversee development of board meeting packets.
* Provided time management of all written, emails, and voicemail communication.
* Ordered all company supplies and provisions, catering, and meeting necessities. Also negotiated fees with vendors of 30% discount. AR/AP collection and billing of coverage and payment of insurance and of vendors.
* Provided client support to patients of statements and reports regarding accounts on their clinical Podiatry services.
* Efficiently prepared, processed and completed claims (ICD-9, CPT coding) for podiatry clients, worked 90% claim denials. Generated letters, invoices for patients

and follow-up appeal letters prepared for CMS and Medicare and Medicaid insurance.

* Reviewed medical records, data collection, and chart abstractions for reports and analyses through Microsoft Word HEDIS databases.

**Mayo Clinic Health Systems – Mankato, MN 5/2011 – 5/2012**

**Administration /Customer Service Specialist (Full-time)**

* Provided orientation and set-up to patients with Sleep Apnea and COPD with Cpap, Bipap and Nebulizer machines.
* Assisted patients and Hospice with ostomy supplies bedding, oxygen, and wheelchairs.
* Billed DME to primary, and secondary insurance (Medicare/Medicaid), through EMR and HEDIS system.
* Follow-up with insurance to ensure payout of invoices.
* Registered patient information and verified Medicare and other insurance eligibility via Cerner and MAXIS.

**Minnesota Valley Action Council as an Administrative/Project Specialist (Contract)**  **5/2009 – 5/2011**

* Assistant to the Department of Housing/HVAC, entering work order materials into weatherization system, checked energy assistance program for eligibility, composed letters for dwellings that are certified for weatherization.
* Ordered all HVAC materials via 3rd party vendors.
* Multi-tasked projects, mail merged letters to clients and contractors.
* Proposed and selected bids from over 180 contractors throughout the state of Minnesota and Iowa for construction and electricians.
* Tracked completion of projects through spreadsheets and Orion and Weatherization Assistant, AESenginuity and EHeat.
* Follow-up and input invoices A/R, AP.

**Minnesota State University-Mankato - Mankato, MN 4/2008 – 3/2009**

**Student Health Service Specialist/Office Administration (Interim)**

* Scheduled patient/student appointments, provided healthcare assistance.
* Maintained and updated records on Cerner Medical Management System.
* Assisted nurses with triage, scheduled/rescheduled patients to provide workable schedules for providers.
* Provided billing/payor assistance to insurance providers including Medicare/Medicaid.
* Using Code scan medical batching and processing system.
* Scanning charge tickets by updating CPT, ICD-9-CM, HCPCS, and modify codes to ensure insurance payments.
* Post charges to University MNSCU accounts and process credit card and monetary transactions.
* Provide excellent customer service to students, Business Office, Counseling Center, Security, Admissions, Financial Services, and Crisis Center.
* Dictation of patients’ psychological reports and provided meeting notes.
* Trained new employees and student workers on office procedures and delegated work projects.

**TransUnion, Northwestern Memorial Hosp.& 05/2005 – 12/2007**

**Rehabilitation Inst. of Chicago (Chicago, IL)**

**Executive Assistant** (**Contract)**

* EA to CIO, CEO & President - Typed and prepared all business correspondence, presentations for weekly, monthly, and quarterly Executive Board Meetings.
* Dictated legal and medical reports and minutes.
* Managed and assisted tracking of budget and prepared and submitted all expense reports.
* Managed calendars and arranged all travel accommodations.
* Coordinated and scheduled all applicants’ appointments and tracked all new hire information for Human Resources.
* Tracked employee vacation/sick-time and submitted timesheets. Responsible for billing to payor of all insurances including Medicaid and Medicare and payment

of all invoices. Ability to interpret revenue cycles to patients. Scheduled patients for Advance Cardio Therapy, Heart Transplant and Heart Failure clinics via IDX

and scheduling through EMR systems.

* Created/edited all patient’s information via Access. Experience managing projects meetings and budgets. Ability to communicate effectively with internal department

and external customers regarding provider concerns and research. Educate providers on policies and procedures related to our health care programs.

**Mindshare Chicago Media & Marketing, (Chicago, IL) 12/2003 – 5/2005**

**Group Administrative Assistant (Full-time)**

* Administered assistance to two Directors and fourteen people on the Kimberly-Clark account, and eight people on the BP-Castrol account.
* Prepared all presentations (using Microsoft Windows, PowerPoint and Excel) and charts for the clients. Updated all client information into Lotus and Microsoft

access database.

* Scheduled all meetings and conferences and all travel reservations.
* Prepared and submitted all travel expense reports and timesheets via Concur.
* Reception relief when needed. Met all deadlines.