

JARED ACKLEY

IT Project Manager - Buckeye Transplant Services

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WORK EXPERIENCE

IT Project Manager

Buckeye Transplant Services

October 2019 to Present

Develops IT tools as directed by HR Compliance Officer to aid all departments with process standardization and automation. Review processes from all divisions of company and create tools and programs to automate and streamline processes to improve overall work-flow. Develop and maintain company wide IT policies. Collaborate with Buckeye Transplant application manager for all changes and updates to program. Maintains all currently developed tools to ensure everything is in working order and maintained. Available to all Buckeye coordinators to help and troubleshoot with any IT issues. Continually develops programming and development skills with the use of online education.

Import Transplant Coordinator

Buckeye Transplant Services

July 2013 to Present

- Analyzed and effectively communicate accurate data regarding the donor to appropriate transplant program personnel
- Complete Buckeye Application donor charts accurately and meticulously per Buckeye Transplant Services policy
- Coordinate all necessary transportation arrangements for surgical teams and imported organs as requested by transplant team
- Carried out the mission, vision, and values of the organization with integrity and compassion
- Evaluate Donor HLA versus Organ Recipient HLA and review with Transplant Center MD based upon donor specific antibodies and their MFI

Manager HR Compliance

Buckeye Transplant Services

January 2019 to November 2019

- Must have basic understanding of labor/employment law, and regulations to ensure the company stays compliant with all state and federal regulations. With a focus on continual company improvements.
- Utilize the internet for recruitment. Post open positions on approved internet sources.
- Work with clinical staff to assess and fill staffing needs, as directed.
- Assist HR Director with new hire interviews, as directed.
- Assist HR Director and Clinical Managers with internal promotions and transfers, as directed.
- Work with the HR Director to develop policies and procedures as well as the maintenance of the employee handbook.
- Help HR Director execute new hire's initial employment paperwork. (i.e Employee Handbook, Arbitration Agreement, Non-Solicitation Agreement, Non-Disclosure Agreement, Device Management Agreement, I-9 and W-4 Federal Tax Forms).
- Develop and maintain accurate HR records for each Buckeye employee. (i.e background checks, drug screens, employee federal tax documents, and initial HIPAA training certifications).
- Assist HR Director to complete initial onboarding training process. (i.e BTS APP, Google DRIVE, and UNET).

- Request coordinator access for UNET, Transplant Center specific access, external email groups, and hospital EMR's.
- Set up access for UNET Contact Management, Google DRIVE, Google Calendar, Tiger Text, internal email groups, and BTS APP.
- Develop and maintain collaborative relationships with employees and management while providing coaching, skill development, management direction, and policy interpretation.
- Work with HR Director and Buckeye Management to provide problem resolutions to complaints received from employees and transplant partners. Accurately track and report the hours worked of each employee through TSheets, as directed.
- Collaborate with Clinical Managers to set up a new hire with a job shadowing experience.
- Help assist new hires with initial guidelines pertaining to organ offers, and review of DAL's, as needed.
- Works with the HIPAA department to develop a new hire's initial PAL matrix, and request MasS360 set-up. Encourages and supports employees, to ensure morale is high, and helps develop a productive Buckeye culture.
- Works with benefits broker to ensure compliance of employee set-up, decline, and maintenance of health, vision, dental and life insurance coverage, as directed.
- Will share in the Administrative on Call (AOC) schedule and oversee/direct the work of the coordinators.
- Maintain presence on assigned Transplant Center's call schedule, maintain clinical competencies, and continual education regarding advances in donation and transplantation.

Clinical Support Manager

Buckeye Transplant Services

October 2017 to January 2019

- Work to maintain current Buckeye Work Flow Processes across all contracted Transplant Centers
- Work with all internal coordinators to ensure understanding of Work Flow processes for each Transplant Center
- Ensure coordinators maintain clinical competencies and Re-Train coordinators when necessary
- Work in collaboration with Transplant centers during on-site visits to ensure processes are running smoothly and make updates to Processes as needed
- Work with other management staff to review internal processes and improve processes when necessary
- Maintains a presence on the monthly call schedule evaluating donors for contracted Transplant Centers and complete all responsibilities of Import Transplant Coordinator

Lead Coordinator

Buckeye Transplant Services

January 2016 to October 2017

- Responsible for training and evaluating new staff including shadowing, role playing, documentation, and precepting until new coordinator is independent.
- Updated Drive and team members in a timely fashion of changes to transplant center specific forms.
- Create a monthly Buckeye call schedule for respective team
- Make process improvements for transplant centers as needed

Procurement Transplant Coordinator

Indiana Organ Procurement Organization - Indianapolis, IN

August 2011 to July 2013

- Interacted with hospital staff and physicians to obtain consultations as needed for complete organ system evaluation and care of the donor patient.
- Analyzed and effectively communicated accurate data regarding the donor to appropriate transplant program personnel
- Performed moderate complexity testing with portable bedside laboratory testing device in accordance with CLIA standards
- Completed donor charts accurately and meticulously per IOP policy
- Allocated and oversaw final disposition of organs in accordance with current practices, policies, and guidelines
- Coordinated all necessary transportation arrangements for visiting surgical teams
- Assisted with the surgical recovery and preservation of organs while adhering to hospital policies
- Effectively took import organ offers for local transplant surgeons, arranged necessary transportation and performed fly-

outs for recoveries occurring outside the local service area

- Actively worked to create on-going relationships with hospital staff and physicians throughout the service area



EDUCATION

Post Graduate Certificate in Full Stack Web Development

University of Texas at Austin - Austin, TX

October 2020 to Present

Master's in Biomedical Sciences - Human Organ Donation

University of Toledo - Toledo, OH

July 2010 to July 2011

Bachelor of Science in Pharmaceutical in sciences

University of Toledo - Toledo, OH

2005 to 2011



SKILLS

- IT Project Management
- HTML5
- CSS3
- JavaScript
- Web Development
- Front-End Development
- JSON
- AJAX
- Node.js
- SQL
- PHP



CERTIFICATIONS AND LICENSES

Introduction to Structured Query Language

Building Web Applications in PHP

G Suites Administration Specialization