

MT

MICHELLE TAYLOR

PMP | MS

SUMMARY

Goal-oriented, certified Project Manager with experience leading large, technical projects.

SKILLS

Resource Management
PMI Methodology
Agile
Waterfall
Six Sigma
Project Scheduling
Change Management
Risk Management
Quality Control
MS Office (Word, Outlook, Excel, Project)
SharePoint
Visio

EXPERIENCE

PROJECT MANAGER • HEALTHSMART BENEFIT SOLUTIONS OCTOBER 2015 – PRESENT

- Manage complex, enterprise-level projects.
- Develop and execute project plans.
- Develop and maintain project documentation, including budgets, schedules, work breakdown structures, test plans, change management documentation, RACI, RAID and lessons learned.
- Monitor, control, update and coordinate changes to projects to ensure projects are completed within the established time and budget.

PROJECT MANAGER • SIEMENS/CHARLESTON AREA MED. CTR • OCTOBER 2011 – OCTOBER 2015

- Managed large Information Services projects, including network infrastructure, VPN/firewall, server, software implementations/upgrades, computer hardware, MDM/BDM and data center/disaster recovery.
- Developed detailed project plans, budgets, resource plans, charters, training plans and communications.
- Turnover from implementation to support.
- Mentored junior project managers.
- Assisted with development of project management documentation templates and education materials.



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PROGRAM DIRECTOR – DATA COLLECTION AND ANALYSIS • FIRST CHOICE SERVICES, INC. • NOVEMBER 2010 – JULY 2011

- Implemented and managed all activities of the Data Collection and Analysis program.
- Worked with software designers to development and maintain an electronic data interchange web portal for state-wide substance abuse prevention and treatment data.
- Trained providers on the use of the web portal.
- Compiled, analyzed, and reported substance abuse prevention/treatment data.
- Provided monthly substance abuse prevention/treatment data reports to the WV Bureau of Behavioral Health and Health Facilities.
- Provided technical support to providers.
- Supervised and trained program staff.
- Grant writing.

PROGRAM DIRECTOR – ARRA PROGRAMS • CAPITAL RESOURCE AGENCY • JANUARY 2010 – NOVEMBER 2010

- Administered \$1.5 million American Recovery and Reinvestment Act grant funds.
- Developed and oversaw 5 grant funded education and workforce development programs.
- Supervised 12 employees.
- Participated in agency leadership team.
- Developed partnerships with area agencies.
- State and Federal reporting.
- Oversaw Community Needs and Interest Survey.
- Grant writing.

WELLNESS COORDINATOR • PRESTERA CENTER • JANUARY 2008 – DECEMBER 2009

- Implemented and oversaw Employee Wellness Program.
- Developed and maintained program budget.
- Developed strategies to increase health among employees.
- Planned and conducted employee wellness activities/events.
- Wrote wellness articles for the company intranet site.
- Assembled and oversaw Employee Wellness Committee.
- Reported to the Executive Committee monthly regarding the Wellness Program.
- Taught CPR/First Aid to employees.

EDUCATION

**MASTER OF SCIENCE – HEALTHCARE ADMINISTRATION • 2009 •
MOUNTAIN STATE UNIVERSITY**

**BACHELOR OF SCIENCE – BUSINESS ADMINISTRATION • 2006 •
WV STATE UNIVERSITY**

CERTIFICATIONS AND AFFILIATIONS

INBOUND MARKETING CERTIFICATION • HUBSPOT • 2017

CHANGE MANAGEMENT CERTIFICATION • PROSCI • 2016

**PMP CERTIFICATION • PROJECT MANAGEMENT INSTITUTE •
2013 (#1701644)**

LEAN SIX SIGMA GREEN BELT CERTIFICATION • 2011

**WV EPIDEMIOLOGICAL OUTCOMES WORK GROUP MEMBER •
2011**

**HEALTHCARE INFORMATION MGT AND SYSTEMS SOCIETY
(HIMSS) MEMBER • 2011 - PRESENT**

**AMERICAN SOCIETY FOR QUALITY (ASQ) MEMBER • 2011-
PRESENT**