Gen Al

Health Project Manager & Executive Assistant

Experienced health tech administrative and project management professional. Looking to join an incredible, passionate team working to solve interesting healthcare challenges. Seeking a role where I can leverage my experience in the intersection of cross-organizational work.

EXPERIENCE

Senior Project Manager

Cerner Corportation Jun 2017 - Present

- 100% on time and budget project management - Defined project scope, objectives and schedule to execute from original concept through final implementation. Aligned project deliverables with business needs including software upgrades, infrastructure, hardware, and staffing.
- Executive support - Responsible for organizing schedules, communicating on behalf of executives, weekly project status report, maintaining contact lists, and serve as a critical support role company wide.
- Prioritization and time management - Maintained an attitude of flexibility and discipline to daily tasks as well as key initiatives including special projects, strategic efforts, and executive level high profile projects.
- 100% quality and regulatory compliance - Ensured the safety and efficacy of medical device and software. I take into account design- related elements that can mitigate or eliminate hazards to patients and ensure adherence to regulatory standards, Food and Drug Administration (FDA) regulations, International Organization for Standardization (ISO) quality management requirements, and post marketing surveillance (PMS).

Senior Project Manager

McKesson Corporation Feb 2017 - Jun 2017

- Project Manager responsible for all aspects of managing the deployment or upgrade of OneContent solution, from initial customer contract to project completion. These were a combination of SaaS and enterprise implementations, simultaneously managing up to 12 projects. I worked with customers on all project-related matters, keeping project schedule on track and in scope while anticipating and assessing project issues.
- Scheduling and budget - Directed and coordinated all aspects of project to include planning, managing calendars, travel coordination, project budgets, expense submission, strategic planning, financial forecasting and weekly stand-up report to executive team/sponsors.
- Resourcefulness - 30% savings in staffing cost by implementing automated processes that eliminated manual work effort and improved accuracy/precision.

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SKILLS

Office Administration
Executive Assistant
Project Management
Strategic Planning
Calendar Management
Customer Service/Hospitality
Microsoft Office Suite
Data Analysis
Budgeting

EDUCATION

Project Management

UC Berkeley

Senior Project Manager

University of Virginia Mar 2016 - Jul 2016

- Created project to get client into compliance with regulatory mandate and global standards on a 5 month timeline (usually a 6 - 9 month timeline).
- JCAHO Audit and reporting compliance - preparation for next JCAHO site review to ensure 100% compliance to all JCAHO, state and federal surgical standards. report review to ensure regulatory required information captured and electronically submitted without failure or errors.
- Process organization and prioritization - Capture current tissue tracking process for build and conversion to automated TrackCore Process. Conducted gap analysis identifying opportunities for improvement and created future state work flow to help organization understand changes in process, procedures and new activities.

Senior Project Manager

Community Hospital of Monterey Peninsula Dec 2015 - Mar 2016

- Project management of technical deliverables to migrate data while simultaneously managing software module upgrade. I oversaw training on new OneContent software and implementation of new workflow before system went live. I managed build, data migration/data conversion, testing and training for all teams involved. Weekly status reports provided to project sponsor as well dashboard report provided bi-weekly to executive team.
- Attention to detail and 100% accuracy – Facilitating detail oriented remediation work sessions with 10 internal service lines for data review process to ensure data integrity and accuracy for conversion, HPF V. 15 to 17 and OneContent new back-end data architecture.

Senior Project Manager

Alameda Health System Jul 2015 - Dec 2015

- Project managed EMR conversion project replacing various vendor legacy clinical and financial systems to a singular Cerner solution system with focus on revenue cycle and meaningful use(MU).
- Strategic planning - Create comprehensive project charter, project plan, budget and program for Cerner financial goals and meaningful use federally mandated criterium to ensure MU measures and financial goals achieved.
- Organizational management - 86% product and new best practice adoption within 15 days of activation. A strong partnership with chief medical officer, department managers , and C-Suite encouraged rapid process/product adoption.

Senior Consultant

Leidos Health Dec 2011 - May 2015

- Project management - For WakeMed Hospital System - managed upgrade to new hardware and software and maintained 100% compliance with global standards and state and federal requirements.
- Process analysis and improvement - Analyzed operations to identify improvements for patient processes.
- Performance strategy - Project Managed a regional health care corporation's surgery systems to work both in hospital workstations and VMware, consisting of 50 main operating rooms, 4 outpatient surgery departments and 4 ambulatory departments.
- Avanti Health Systems - Unified 4 facilities to one EMR system, one billing system as well update and standardize all operational processes.
- Attention to detail - Provide technical and analytical guidance to conversion team. Recommended and took action to direct the analysis of and remedy to problems.
- Operational leadership - Managed optimization process, both tactical and strategically to increase revenue, reduce cost/expense, and working capital optimization.