
HEALTHCARE IT PROJECT MANAGER RESUME

Edna Stokes
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Career Goal:

A talented Healthcare IT Project Manager seeking to work in a friendly environment, where I can freely contribute my skills in vendor management and business system analysis

Technical Skills:

Familiarity with technical documentation:

- Capabilities statements
- Business proposals
- White papers

Dexterity in project management tools:

- MS Project
- PlanView

Adept in testing methodologies:

- System
- Integration
- Performance
- UAT

Comprehensive knowledge of software development methodologies:

- Agile SDLC
- Waterfall

Well versed with different organizational areas:

- Healthcare insurance
- Commercial lines insurance
- Quality Assurance

Expertise in IT software:

- MS Excel
- PowerPoint
- Project Management tools

Specialist in software products:

- Enterprise software products
- MS Exchange

Extreme abilities to:

- Participate in healthcare project and human resources management
- Conduct risk assessments and mitigate project risks

Relevant Experience:

Healthcare IT Project Manager
StrategicHealthSolutions
January 2012 – Present
Warrensville Heights, OH

- Designed, developed and implemented medical transcription systems.
- Maintained and managed Dictaphone voice and Calysto systems.
- Created and updated case management systems in Maxsys.
- Provided technical guidance during SDLC and project management stages.
- Participated in gathering of information from information services customers.
- Analyzed and documented release of information for assigned projects.
- Monitored project budgets and implemented process assessments.
- Prepared designs by integration of health care reforms and aspects.

Healthcare IT Project Manager
Concentra Inc.
November 2010 – January 2012
Addison, TX

- Prepared and updated project plans, resources and status reports.
- Participated in project meetings and conducted project analysis.
- Provided guidance for all stages of healthcare claims and project migration.
- Maintained and managed SharePoint site resources with EPPM structure.
- Suggested new solutions and improvements for Local Qcare programs.
- Formulated and executed functional specifications for application designing.
- Created and modified business workflows, marketing materials and training modules.
- Developed integration requirements and supported health care applications.

Educational Background:

Master's Degree in Healthcare Management
Oregon Health & Science University
August 2008 – May 2010
Portland, OR

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