**Your Name**
Phone:(xxx) xxx-xxxx | Email: xxxxx@gmail.com | LinkedIn: linkedin.com/in/xxxxxxxx

**PROFESSIONAL SUMMARY**

Results-driven Program and Project Manager with over a decade of experience in healthcare operations, specializing in strategic planning, process optimization, and cross-functional leadership. Expertise in managing multimillion-dollar budgets, implementing organizational initiatives, and driving measurable outcomes. Proven ability to lead teams, deliver projects on time and within scope, and foster collaborative stakeholder relationships. Proficient in leveraging data-driven insights for decision-making and improving organizational efficiency.

**CORE COMPETENCIES**

* Strategic Program & Project Management
* Budget Management ($1M+ annual budgets)
* Risk Mitigation & Quality Assurance
* Data Analysis & Process Improvement
* Cross-Functional Team Leadership
* Contract Management & Negotiation
* Stakeholder Engagement & Collaboration
* Proficiency in Agile and Scrum Methodologies
* Tools: Microsoft Office Suite, SharePoint, Visio, Jira, Tableau

**PROFESSIONAL EXPERIENCE**

**Implementation Analyst**

Company Name | San Antonio, TX
September 2020 – Present

* Administered and managed $928,000 in Temporary Assistance for Needy Family Pandemic Emergency Assistance funds, ensuring accurate invoicing, reconciliation, and community outreach.
* Led contract monitoring efforts as the designated SME, collaborating with contracting teams to ensure compliance and operational efficiency.
* Oversaw a $300,000 budget for procurement and resource allocation, driving cost-efficient practices across multiple units.
* Co-led the planning and evaluation of organization-wide initiatives, including the successful implementation of a new EHR system.
* Developed and implemented data-driven solutions, achieving an average annual cost savings of $25,000 through process optimization.
* Collaborated with RFP committees to evaluate vendors and select a new communication system, aligning with strategic goals.
* Delivered regular performance audits, analyzing metrics and providing actionable recommendations for quality improvements.

**Senior Administrative Assistant**

Company Name | San Antonio, TX
June 2019 – September 2020

* Managed a $1.04 million annual budget for Locum Tenens doctor payments, ensuring accurate and timely financial reporting.
* Coordinated the Behavioral Health and Wellness Conference for two consecutive years, supporting event logistics and stakeholder engagement.
* Developed organizational tools including SharePoint sites and Visio charts, streamlining internal workflows.
* Prepared comprehensive reports, presentations, and dashboards for executive decision-making.

**Technician Consulting Officer**

Company Name | Bedford, MA
October 2015 – June 2016

* Managed decontamination and decommissioning projects, ensuring compliance with environmental and safety standards.
* Oversaw EH&S permitting and hazardous waste management processes, reducing compliance risks for client laboratories.

**EDUCATION**

**Master of Business Administration (MBA)**
Your University | 2024

**Master of Public Health (MPH)** in Health Policy and Management
Your University | 2010

**Bachelor of Science in Biology**
You University | 2008

**CERTIFICATIONS & VOLUNTEER EXPERIENCE**

* **Certifications**: PMP, CAPM
* **Volunteer**: Behavioral Health and Wellness Conference, Texas Council Conference
* **Committee Member**: RFP Committee for Communication System Selection

**PROJECT HIGHLIGHTS**

* **EHR Implementation**: Successfully co-led a cross-departmental initiative to implement a new Electronic Health Records system, ensuring seamless adoption with minimal disruption.
* **Cost Savings Initiative**: Spearheaded a policy overhaul that resulted in $25,000 in annual cost savings by optimizing workflows and resource allocation.
* **Pandemic Emergency Assistance**: Administered $928,000 in federal funds to support community needs, achieving full compliance with HHSC standards.

**ADDITIONAL SKILLS**

* Agile Project Management Methodologies
* Advanced Microsoft Excel (Pivot Tables, VLOOKUP)
* Data Visualization (Tableau, Power BI)