Name: Maria.RR
EMAIL: external_email-sdmgmt@yahoo.com
Location: Emeryville, CA 94608, USC, W2, Prefer FTE or Contract to Hire

5+ years skills & experience:
Project Management, Program Coordinator, Change Manager
Services Manager, Supervisor, Operations Management

Industries:
Business & Financial Services, Human Resources, Insurance
Payer & Provider - Health Care, Patient Services, Medical Hospitals, Clinics, Managed Care
Operations, Software, Web Products, Services

Primary Hands-on Management of Business Projects, Program Coordination, Change Management, Operations

Advanced Business Strategy, Process, Methodology skills focused on increasing Business Capabilities

Certified, Extensive planning, organizational skills, business acumen; responsive, clear verbal, written communications

Own cost efficiency, decisions, consensus, monitoring, tracking, results delivered from beginning to end on time & budget

Supervise, Manage $2M+ budgets, P&L, staff, governance, expectations of clients, sponsors & stakeholder management

Define, plan & document requirements, develop all-encompassing plan in scope, execute internal external programs & projects

Create high level milestones, Authored detailed MS project plan schedules, Project Portfolio Management framework
Define performance metrics, process, generate status reports, presentations, edit, update all documentation
- Map phases, milestones, tasks, target dates including scope, dependencies, phase gates, resources assignments
- Chart GANTT, PERT, WBS, Baseline, Critical Path, Dashboards, Process flows, diagrams, workflows
- Use MS Office 365, Excel, Word, Email, Outlook, Multiple PPM tools, PPMC, PowerPoint, Project, SharePoint, Visio

Conduct kick-off meetings with Cross-Functional SME Resources, Vendors, Sponsors & Stakeholders
Communicate set priorities, overall project schedule, end to end plans, process, acceptance criteria, go-live implementation
Resolve obstacles, constraints - scope quality schedule budget resources risk, conflicts, issues, procurement, training & support
Engage collaboration, acceptance, commitment & approval going forward to effectively deliver business results

Lead Initiative, Program Coordinate change with Worldwide, Remote, Distributed, Offshore, Onsite Staff Resources, Vendors

Solve issues, risk, compliance, handle escalations, ambiguous communications, conflicts, problems, unexpected obstacles

Report progress, performance metrics accurately, conduct frequent status meetings
Distribute agenda to all project teams, client steering committees, stakeholders, executive sponsors to discuss status real time
Update & distribute PMO & PPM executive reports, plans, status meeting minutes - action items, status, decisions, issues

Complete Process Improvements, Increase Business Capabilities as PM, Service Operations as RMO

Area Locations in California – Onsite or Remote
Emeryville, CA 94608
Dublin, CA 94568
Orinda, CA 94563
Richmond, CA 94804
San Francisco, CA 94105
San Leandro, CA 94577

Advanced Business Initiatives in Scope, Broad Knowledge & Ability, Essential Skills, Expertise as follows:

3rd Party Vendors* Outsourcing
Account Analysis & Reconciliation
Accounting * Accounts Payable | Receivables | GL General Ledger Interface Design
ADM Application Data Management
Administration | Administrator
Adobe
Advisory Committee
Allscripts Sunrise Health Care Revenue Cycle Management
Analytical
Assessments
Asset Management * Inventory
B2B B2Bi B2C B2E
BIDM Business intelligence & data management
Billing | Membership | Enrollment
BP Business Partners
BPO Business process outsourcing
Breach | Identity Theft | Unauthorized access or disclosure | improper storage | use & disposal
Budget Management
Business Applications Software Systems
Business Automation
Business Initiatives
Business Management | Program Project Manager
Business Operations
Business Process Lead
Business Program Manager
Business Project Manager
Business Services Expertise
Change Control * Change Request CRQ *Change Manager
Claims Process | Adjudication | Claims Processing
Clarity Reports | Crystal Reports
Clear Business Direction
Clinical Workflow
CMBoK
Collaboration Tools
Communication
Compliant Traceability Detail
Conflict Resolution
Constraints – scope quality schedule budget resources risk
Consumer Facing Websites
Contact Management
Content Management
Contract Negotiation * Contractual Relations
Coordination of Benefits COB

Corporate Business Strategy & Operations
Cost Analysis * Expenses * Cost Models * Cost Reduction * Cost Management
COTS Commercial Off the Shelf Products
Covered Entity
Creative Solutions
CRM
Customer Contact Center * Call Center
Customer facing * CX Customer Experience
Dashboards / Diagrams / Workflows / Scorecards / Process Flows / Wireframes / Roadmaps / Executive Status Reports
Data Analytics / Data Quality
Data Privacy
Data storage management | archive | disposal & retention
Database Management
Dependencies Interdependencies
Devices Deployment
Digital Commerce D-commerce
Document Management
DPE Digital Patient Experience * Digital Transformation * Digital Care Delivery
DSS Decision Support Systems
E2E Lifecycle
E-Commerce
E-Learning | Quick Learner LMS Training Content & Curriculum Development
Electronic Health Records EHR | Medical Records EMR | Billing
Email - Lotus Notes * Outlook * Gmail * AOL * Yahoo
English Language
Enhancement | Updates | Modify | Customize | Apply & Verify Changes
Enterprise Software
EPIC Bridges ASAP MyChart ICU Home Health Orders Community Connect Cogito ClinDoc Beaker
Epic Rx Pharmacy Willow Home Health Identity
EpicCare Ambulatory Tapestry Prelude Cadence Resolute ADT Admission Discharge Transfer Grand Central
EPPM Oracle Primavera
Equivalent practical work experience & training / Certifications / in lieu of Bachelor's Degree
ERP
EULA
EV Earned Value
Evaluate Emerging Risks
Event Management
Extranet Intranet Internet
FAQs Frequently asked questions | Answered
Field Operations
Financial Services Products Systems Transactions Payments
FinTech
Functional Specifications | Features
GANTT PERT WBS Work Breakdown Structure Critical Path CPM
Gap analysis * Analyst
Gate reviews
General Data Protection Regulation GDPR EU - US Privacy Shield
Generalist
GL General Ledger Interface Design
Guidewire ClaimCenter * BillingCenter * PolicyCenter
HB Hospital Billing - Intake Inpatient
Health Care Epic Cerner Allscripts McKesson GE
Health Care Industry | Healthcare Environment

Health Care Manager with Program Management & Project Management
Health Care Revenue Cycle * Charge Capture
Health Care Supervisor | Supervise Operations
Health Plans & Providers | Insurance | Claims | HEDIS | Demographics | Clearinghouse
Healthcare Finance
Healthcare Operations
Healthcare Software & Technology HIT
HealthPresence Telemedicine Telehealth
HIE HIX Health Information Exchange
HIM Manager - Health Information Management
HIM Operations EMR ROI Data Access & Exchange Network Cloud
HIPAA Health Insurance Portability and Accountability Act
HL7 EDI ETL
IBM Resilient - Incident Management
ICD-10-CM ICD-10-PCS ICD-9 UB04 CPT-4 HCPCS
Identity & Fraud incident solutions & prevention
IDM IAM Identity Access Management Control
iKnowMed Mckesson
Imaging
Industry | Domain - Various
Influence Collaborate
Informatics
Information Security | Proactive Security
Insurance Applications
Integrated Planning & Delivery (IPD)
Interface Development API Interfaces UI GUI
IoT Internet of Things
Issues tracking
Iterative Incremental Project Phases
Jira Core
Kaizen
KPI Key Performance Indicators * Metrics Matrix Measure
Legacy Systems
Legal Department Consultation
Listening Interpersonal Verbal Written Communications
Localization
M&A Merger & Acquisition
Managed Care Information Systems MCIS
Manager Supervisor
Matrix Management
Meaningful Use
Medical Hospitals & Clinics IPA Physicians Nurses Hospital Systems
Medical Records Retrieval & ROI Release
Microsoft Project Server
Mid-Level PM Intermediate to High-Level PM Advanced
Migration
MS Excel
MS Office
MS Outlook
MS Photoshop
MS PowerPoint
MS Project
MS SharePoint

MS Visio
MS Word
Multi-facility
Multitasker
Non-Profit
Non-Technical Non-IT
OCM Organizational Change Management
Operational Readiness
Operations
Oracle E-Business EBS
Oracle RDBMS
Organization Organizer
OS Windows Linux Solaris Ubuntu UNIX AIX
P&L Profit & Loss * Revenue
Patient Business Services | Patient Financial Services
Patient Health / Medical Records
Patient Health Care Information Management
Payroll Approval – Staff | UltiPro HRIS HCM ADP
PB Professional Billing - Outpatient
PDM Product Data Management
People Management / Staff Management Recruit / Interview / Hire / Employee Development / Job Review / Fire
PHI Protected Health Information * Privacy Rule * Confidential * PII Personal Identifiable Information
Planview & HP PPMC
PMBOK PMI Waterfall SDLC RAD Agile
PMM Project Management Methodology
PMO Project Manager
PMP Project Management Professional
Policies & Procedures
POS Point of Sale
PPM Project Portfolio Management
Problem Solver Remediation
Process Improvement * BPM Business Process Management *
Procurement Planning RFP RFQ RFI Requirements | Sourcing | Selection | Price | Negotiation
Product Innovation | Product Launch | Pilot | New Implementation | PLC PLM
Productivity Improvements
Program Coordinator
Program Manager
Project Artifacts
Project Charter | Business Case
Project Closure | Knowledge transfer | sign-off | close
Project Controller
Project Cost Estimate * Feasibility * Forecasts
Project Financials
Project Leadership & Coach
Project Life Cycle * PMLC * Execute multiple complex projects by priority
Project Management | Program Coordinator | Change Manager
Project Management Office PMO
Project Manager PM
Project Planner | Project Planning
Project Specialist
Proposals
Proprietary Information | Strictly Confidential
Provider Network

PTP Project Tracking Portal
Purchasing * System Authorize Purchase Buy Lease Order Ship Receive | Approve Project funded Supplier Invoices
QC * Quality Control * Encourage QOS * QA & Test
QMO Quality Management Office
Quality Assurance
RACI Responsible Accountable Consulted Informed
Records Management
Refresh Upgrade Custom Built Product
Regional Operations Executive | Director | Senior Management
Regression Testing | Scripts | UAT User Acceptance Testing
Regulatory Compliance - cGMP Sarbanes-Oxley SOX COBIT ADA COSO HIPAA GBLA GDPR ERES PCI
Relationship Management
Release Management
Release of Information
Reorganization | Consolidation | Growing - Build for Expansion | Relocation
Reporting Statuses on multiple initiatives | Briefings | Budget | Timeline | Presentation documentation
Requirements Management BRD PRD PDD Project definition document
Resource Manager | Resource Planning | Resource Leveling
Return on Investment
RHIA | RHIT
Risk Management Plan | Identify Risk & Areas Affected | Impact Analysis | Risk Mitigation | Respond
RMA
RMO Regional Manager of Operations / District Manager - Field Operations / Sales & Service Provider
ROI ROA
Roll-outs Local Regional National International
SaaS Software as a service
SAP - Various Modules
SAS Oracle Tableau Analytics
Scanning Scanners OCR
Scope Management – Plan | Define | Validate | Control
Self-Motivated | Resourceful
Senior Operations Manager
Service Provider | Service Management
SLA Service Level Agreements
SOC Service Organization Controls * Audit standards SAS 70 SSAE 16 SSAE 18
Social Media Twitter Facebook
Software & Hardware Install Deployment
Space to expand
SPOC Single Point of Contact * Pivotal Role * Coordinate * Facilitation * Liaison
Spreadsheets & Pivot tables
Stakeholder Management
Statement of Work (SOW)
Strategic Business Goals Alignment
Streamline processes
Structure
Subject matter expert SME
Supervision of Department Division * Supervisor
Supply Chain Management
Surveys - Users Customers
Task Management
TCO Total Cost of Ownership
Team Leadership Teamwork Participants
Telecommute or Virtual or Remote or Onsite

Time Management
Training Staff / Mentor / Instruct
Transaction Banking
UI User Interface
Usability Assessment | Test
User Communications Writer
UX User experience innovations & User guides
Variance Analysis Reconciliation
Vendor Contracts - New Renewal Cancel Replace
Vendor Led Services & Solutions Implementation
Vendor Management
Vendor Provider Management
Visio
Voice of the Customer - Voice of the Employee
Web Hosting
Web Meetings * Presentations - WebEx * Skype * Zoom * Connect * Teams * TelePresence * AV Audio Visual
Web Products
Web Services
Website Development