

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Healthcare Project Coordinator - Company / Location

MONTH YEAR - Present

- Facilitated renovations of the healthcare facility by overseeing the entire project so that it didn't interfere with the ability to care for patients.
- Stayed HIPAA-compliant regardless of the project to protect the privacy and rights of all the patients at the facility.
- Documented all project progress and input it into the project management software to analyze.
- Collaborated with other members of the project coordinator team to discuss current and future projects and how they can benefit the company.

Senior Project Coordinator - Company / Location

MONTH YEAR – MONTH YEAR

- Facilitated the initiation of new projects by meeting with clients, discussing their needs, and finding practical and successful solutions to their problems.
- Oversaw other project coordinators to ensure they followed all project timelines and regulations.
- Conducted project coordinator meetings with all project coordinators and stakeholders to see where the project is at and where it needs to be.
- Ran reports from the project management software and analyzed them to have accurate and up-to-date data for the project.

Project Experience

- Implement a new EHR (Electronic Health Record) System:** Assisted with implementing a new EHR system to streamline patient records and improve the efficiency of physicians within the practice by 15%.

Education

Master's Degree in Healthcare Administration - University of Alabama

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Bachelor's Degree in Business Administration - University of Alabama

MONTH YEAR

- GPA: 3.8
- AWARD
- AWARD

Skills

Expertise

- Healthcare industry knowledge (medical terminology, etc.)
- Organizational and time management skills
- Project management software knowledge
- Critical thinking and problem-solving
- HIPAA-compliant

Licenses & Accreditations

Licenses & Accreditations

- Certified Professional in Healthcare Quality ([CPHQ](#))
- Certified Healthcare Facility Manager ([CHFEM](#))
- Certified Associate in Project Management (CAPM)