

# JAMES SMITH

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## PROJECT MANAGER

Highly qualified and results-driven Project Manager with an in-depth understanding of process and performance improvement, change management and leading projects to successful completion. Realize consistent improvements in operational productivity through dynamic analytical, problem-solving and communication abilities. A strong leader with excellent presentation, negotiation skills, good judgment and the ability to get along with different personality and management styles. Recognized problem-solver focused on a proactive, insightful continuous improvement strategy for success.

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### CORE SKILLS AND COMPETENCIES

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|--------------------------|------------------------------|-----------------------|
| ✓ Project Management     | ✓ Risk Mitigation            | ✓ Leadership          |
| ✓ Change Management      | ✓ Evaluating Metrics and ROI | ✓ Organization        |
| ✓ Vendor Management      | ✓ Team working               | ✓ Conflict Resolution |
| ✓ Data Abstraction       | ✓ Collaboration              | ✓ Communication       |
| ✓ Quality Control        | ✓ Presentation               | ✓ Process Improvement |
| ✓ Relationships Building | ✓ Public Speaking            | ✓ Troubleshooting     |
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### TECHNICAL SKILLS

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Java, Groovy, C, C++, JavaScript, Angular JS, jQuery, Ruby, VBA; Jersey, Spring MVC, Rails, Grails, Sinatra; SQL (Postgres, MySQL); NoSQL (MongoDB); Liquibase, MyBatis, Hibernate

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### WORK HISTORY

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**Some Company, NY**

2017-Present

#### *Project Manager*

- Proficiently manage the lifecycle of several concurrent projects, from inception through completion.
- Collaborate with operational leaders to develop, design, deploy, and deliver improvement initiatives.
- Create a project timeline, identify key milestones and additional resources to successfully complete the work.
- Assure the ongoing high-performance level of the overall department through continued knowledge acquisition, train, and assist co-workers in troubleshooting software.
- Lead and direct complex quality improvement efforts by analyzing, preparing, and presenting effective strategies to board members, and administrators.
- Oversee accurate completion of documentation, administrative aspects relating to project management execution.
- Recommend strategies to improve work processes, and train employees by collaborating with senior leadership.

**Some Company, NY**

2011-2017

#### *Project Manager*

- Collaborated with the quality directors, performance improvement teams, administration, and other staff to assist in their understanding of guidelines and by providing them with performance data.
  - Conducted reviews and data abstraction activities to support regulatory requirements and the hospital's performance improvement activities.
  - Exceeded productivity and quality according to established standards, supported and completed data entry and essential duties related to abstraction.
  - Maintained updated knowledge of core measure guidelines and regulations affecting abstraction.
  - Performed the evaluation of the quality management program to assure regulatory compliance.
  - Organized meetings for each medical board committee, hospital committee, and department.
  - Streamlined case management and data abstraction due to the development of training schedules for core measure groups.
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### EDUCATION AND CERTIFICATIONS

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STATE UNIVERSITY, USA | 2011

*Bachelor Degree in Computer Science*

PMI Agile Certified Practitioner | 2010