


CARA COYLE

Project Manager

CONTACT

mocaradee@gmail.com 

(417) 631-8807 

Springfield, MO 

linkedin.com/in/cara-coyle 

github.com/cara-coyle 

EDUCATION

(2) Master's Degrees

MBA & Healthcare Management

Western Governors University

Certifications

Project Management Professional - PMP

Certified Scrum Master - CSM

Six Sigma Green Belt

Business Analytics Foundations - BAF

Data Science Foundations

Business Statistics

HR: Payroll

MANAGEMENT SKILLS

10+ years:

Budget Management

Conflict Resolution

Critical Thinking

Customer - Facing Service

Facilitator

PM - Waterfall, Agile, Scrum

Continual Process Improvement

Risk Management

Scope Management

Strategic Planning

Team Building

Time Management

3+ years:

Accreditation Auditing

Business Analytics Medical Billing

WORK HISTORY

Implementation Project Manager

HEALTHCAREfirst by ResMed

2020 - 2022 / Springfield, MO

- Independently leading large, complex, multi-million-dollar healthcare technology projects to give customers in-depth solutions for all aspects of their patient accounts.
- Develop, maintain, and manage customer implementations to ensure projects are delivered on schedule, within agreed scope and create a high customer satisfaction.
- Business analysis with a top-priority for building multi-year product road maps.
- Identify, manage, and provide solutions for project delivery risks, project issues and project plan critical path activities.
- Business strategy with senior leadership buy-in.
- Continuously improve processes and communications, while maintaining the organization's management repository, tools, and templates.

Senior Project Manager and Business Analyst

CaraDee Photography and Events

2005 - 2020 / Springfield, MO

- Highly skilled communications with extensive experience in business analytics, data collection and project management.
- Analyze, review, forecast and trend complex data.
- Business and go-to-market strategy with versatile project management leadership, providing structure among wide functional departments including Operations, Billing, Marketing, Field Operations, Customer Service, Development, Quality Control and outside vendors.
- Deployed Agile and Waterfall projects, allowing for quick improvements for projects performed with frequent customer input and change requests.
- Delivered excellent utilization with Smart-sheet, Sales Force, and Microsoft Project Manager, Confluence and Jira.
- Interviewed, hired, and trained 4 junior project managers, as business growth demanded.

Project Manager

Tablerock Healthcare Consultants

2000 - 2005 / Kimberling City, MO

- Quality focused management professional in general business operations, project management, and financial administration, including payroll and benefits coordinator and administrator.
- Lead multiple departments through coaching, team building, and encouragement of employee empowerment.
- Manage and administrate all facility financial aspects, including AR, AP and payroll.