MA

MICHAEL ANDERSON

TECHNICAL PROGRAM COORDINATOR

CONTACT

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📍 San Francisco, CA

SKILLS

- Project Coordination
- Healthcare IT
- Data Analysis
- Communication
- Compliance
- User Training

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN HEALTH INFORMATICS, UNIVERSITY OF HEALTH SCIENCES, 2015

ACHIEVEMENTS

- Successfully implemented a patient management system that improved patient satisfaction scores by 20%.
- Received commendation from management for outstanding project delivery and adherence to timelines.
- Played a key role in achieving ISO certification for project management processes.

PROFILE

Experienced Technical Program Coordinator with a robust background in the healthcare technology sector. Over 6 years of experience in leading projects aimed at improving patient care through innovative IT solutions. Proficient in managing interdisciplinary teams to ensure projects align with regulatory standards and deliver optimal results. Strong focus on stakeholder engagement and communication, ensuring that all parties are informed and on track.

EXPERIENCE

TECHNICAL PROGRAM COORDINATOR

HealthTech Innovations

2016 - Present

- Led multiple projects for electronic health record implementations, positively impacting over 500 healthcare providers.
- Coordinated with IT and clinical teams to ensure seamless integration of new technologies.
- Utilized data analytics to track project performance, enhancing transparency and accountability.
- Conducted training sessions for healthcare staff on new systems, improving user adoption rates by 30%.
- Managed vendor relationships to secure timely delivery of critical software solutions.
- Monitored compliance with healthcare regulations, ensuring project adherence to standards.

PROJECT ASSISTANT

MediTech Solutions

2014 - 2016

- Supported project coordination for IT solutions aimed at enhancing patient management systems.
- Assisted in the development of project timelines and budgets, ensuring projects remained on schedule.
- Facilitated communication between technical teams and healthcare professionals to clarify project requirements.
- Compiled and analyzed project data to report on efficiency and performance metrics.
- Participated in user acceptance testing, gathering feedback for system improvements.
- Maintained project documentation and resources, ensuring accessibility for all team members.