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Olivia Green

A healthcare project coordinator with 7 years of experience overseeing healthcare-related projects, including improving patient care processes, implementing new technologies, and managing patient education programs. Skilled in working with healthcare teams to ensure compliance with health regulations while delivering projects on time and within budget.

CONTACT

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EDUCATION

- MASTER OF HEALTH ADMINISTRATION (MHA) | NEW YORK UNIVERSITY, NEW YORK, NY | APRIL 2015**
- BACHELOR OF SCIENCE IN NURSING | UNIVERSITY OF CALIFORNIA, LOS ANGELES, CA | MAY 2012**

KEY SKILLS

- Healthcare project management**
- Patient education program development**
- Cross-functional collaboration**
- Regulatory compliance**

PROFESSIONAL EXPERIENCE

HEALTHCARE PROJECT COORDINATOR | MEDICARE SYSTEMS, NEW YORK, NY | JANUARY 2018 - PRESENT

- Coordinated the implementation of a new electronic health record (EHR) system across 10+ healthcare facilities
- Led a team of nurses, IT specialists, and administrators, ensuring that the project met compliance standards and was delivered on time
- Developed training programs for staff, increasing the successful use of the new system by 30%
- Managed patient education initiatives, improving health literacy rates by 25%

PROJECT COORDINATOR | HEALTHTECH SOLUTIONS, NEW YORK, NY | JUNE 2015 - DECEMBER 2017

- Assisted in coordinating healthcare technology implementation projects, ensuring all timelines and budgets were met
- Worked closely with healthcare professionals to integrate new technologies aimed at improving patient care
- Developed project plans and risk management strategies to ensure the successful delivery of patient care-related projects