

Gen Alvarez

Project Manager and Executive Assistant with 10+ years of experience, seeking to leverage proven management and executive administrative skills to grow efficiency as an Executive Assistant. Oversaw teams of 15+ during projects coordinating travel, budget, team calendar, expenses and major events. Saved project \$30K monthly in travel costs by implementing remote work and managing a successful relationship with the client.

EXPERIENCE

Cerner Corporation

Senior Project Manager

June - 2017 - Current

- Provided technology leadership and direction to CEO and Executive Management
- Defined scope, created project timeline, deployed and managed project plans
- Created actionable plans from organization reports to achieve data-driven clinical and financial goals
- Facilitated and schedule all executive and team meetings, managed 7+ calendars, coordinated all travel for clients and project team, budget management, expense reports submission and reimbursement tracking, and encouraging coach to my team

McKesson Corp.

Senior Project Manager

February 2017 - June 2017

- Successfully managed 10+ projects simultaneously at the direction of client leadership to determine product direction, project plans, and timelines, developing cost-effective budgets, travel management, calendar management for 15+ project team members, scheduling and leading all executive and team meetings, budget control, develop positive client relationships, and managed 10+ teams' travel schedule

University of Virginia Hospital and Medical Center Senior Project Manager
March 2016 - July 2016

- Rapid project deployment reduced 9-month implementation by creating an impacted timeline of 5 months
- Process improvement, conducted a gap analysis and created future state operational workflow highlighting changes

Community Hospital of Monterey Peninsula

Project Manager

March 2016 - July 2016

- Improved physician productivity 20%, resulting in more time for patient care, as well as increased satisfaction and adoption of IT

Alameda Health System, Hospital, Ambulatory and Clinics

Project/Program Manager

December 2015 - March 2016

- Created a comprehensive project charter, project plan and program to meet project and financial goals Leidos Health

Project Manager/Senior Analyst

December 2011 -March 2015

- Managed software systems and network for 4 facility hospital organizations
- Collaborated with implementation team to build, test, identify and remedy system issues, super-user training, end-user support, and worked with 3rd party vendors on critical system issues until resolved

*Additional Work Experience available on request.

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SKILLS

Microsoft Project, Microsoft Suite,
Excel, Change Management

Motivational Influencer

Strong Written/Oral Communication

Strategic Planning, Event Planning

Calendar Management

Travel Arrangements

Meeting Organization

Meeting Minutes

Analytical, Proactive, Problem Solver

Research

Business Development

LANGUAGES

Spanish, written and verbal

EDUCATION

UC Berkeley, Berkeley, CA —
Project Management

Stanford University, Stanford, CA
— *Writing in the Sciences Certificate program*

