

Jacqueline L. Seawright
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DataFieldCollect.Com Owner / Market Research Project Manager / Field Ops 2010 to Present

- Project Manager for various companies to conduct qualitative research projects
- Coordinated strategic approaches by determining scope, risk evaluation, scheduling, budget, project charter, kick-off meetings and lessons learned database.
- Managed up to 10 field recruiters on multiple projects with weekly Stakeholder updates
- Maintains organization of projects to keep on strict timeline and budget
- Services include Recruiting, Screening Candidates, Interviewing, Data Collections, Placement, Project Management, Obtaining new Clients/Vendors, Payment processing, Bid / Proposal creation

St. Joseph's Hospital / Baycare Reg Coord/ Process Imp. Facilitator 06/08 to 3/2019

- Manages and performs all modalities including reception, registration, scheduling, financial counseling, bed control, cashier and insurance verification/authorization in four registration departments (Heart institute, Main Admitting, Children's Admitting and Outpatient Infusion)
- Staff Scheduling, Report Generation for productivity, collections and quality control
- Dispute Resolution, Registrations and Patient Customer Service
- Analyzes key plan metrics, procedures, and operational performance.
- Performs various quality department functions and processes.
- Manages and monitors quality studies
- Develops and oversees the implementation of programs and strategies

Winn Winn Research Market Research Project Manager 2005 – 2010

- Process Bid Requests for Recruit fees, Screener Creation, Room rental, Catering and Reports
- Review project at Kick off meeting and delegate responsibility to team
- Maintains organization of projects to keep on strict timeline and budget
- Mobilizes team members to work more efficiently and effectively
- Train new team members for effective data collection methods
- Services include Recruiting, Screening Candidates, Interviewing, Data Collections, Placement, Project Management, Obtaining new Clients/Vendors, Payment processing, Bid / Proposal creation

JLS Enterprises LLC Owner / Market Research Project Manager 1999 – 2005

- Project Manager for various companies to conduct qualitative research projects
- Knowledge Management
- Coordinated strategic approaches by determining scope, risk evaluation, scheduling, budget, project charter, kick-off meetings and lessons learned database.
- Managed up to 10 field recruiters on multiple projects with weekly Stakeholder updates
- Maintains organization of projects to keep on strict timeline and budget
- Services include Recruiting, Screening Candidates, Interviewing, Data Collections, Placement, Project Management, Obtaining new Clients/Vendors, Payment processing, Bid / Proposal creation

Education

- Walden University, Masters of Healthcare Administration Program 2010
- Walden University, Project Management – Towards Green Belt Training