

MARIA DAVID

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SUMMARY OF QUALIFICATIONS:

- Eight years successful experience in project and program management
- Four years successful experience as a Human Resources Coordinator in Healthcare
- Motivated and enthusiastic about leading a team and developing relationships with employees

RELEVANT SKILLS:

TRAINING CAPABILITIES

- Led training for employees with little experience in the field and provided regular feedback to allow these employees to reach both personal and company goals
- Developed training manuals which included training classes to help new employees become more comfortable with the work they would be doing

MANAGERIAL CAPABILITIES

- Led teams on timely projects in high-stress environments
- Managed schedules of employees and planned team assignments in an organized manner

COORDINATION

- Conducted team projects and trained employees on how to conduct and create projects
- Organized presentations and collaborated with team to effectively express ideas to the board

RELEVANT EXPERIENCE:

LEARNING PROGRAM/PROJECT MANAGER

- Coordinate and facilitate project meetings, create presentations, and maintain plans and timelines
- Support the learning team with content archiving
- Coordinate and track milestones for Business SMEs, Learning Team and Vendors

PROJECT COORDINATOR

- Developed and demonstrated risk assessment skills
- Make recommendations to assist planning and resource allocation
- Routed deliverables to team reviewers, updated timelines and facilitated updates to status

HUMAN RESOURCES COORDINATOR

- Directly assisted the Human Resources Team with projects related to recruitment, on-boarding, branding, and marketing
- Maintain the internal Applicant Tracking System
- Communicate with hiring managers throughout the organization and assist in new hire orientation process and help to update records of new hires

EMPLOYMENT HISTORY:

AllSTEM Connections

Project Manager

Medical Knowledge Group

Project Coordinator

Jackson Healthcare LLC

Human Resources Coordinator

Princeton, NJ

March 2015-Present

New York, NY

February 2012-March 2015

Alpharetta, GA

December 2007-February 2012

EDUCATION:

The University of Scranton

Bachelor of Science in Business Administration

Scranton, PA

May 2011