

SCOTT LOVELAND

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FACILITIES COORDINATOR

Skills and Qualifications:

10+ years of professional operations experience. Proven skills in managing multiple projects simultaneously, from inception to completion. Effective contract negotiations, vendor interactions, system procedural development, testing and monitoring.

- IT Project Manager
- Project Scheduling
- Contract Negotiations
- Problem Solving
- Trainer/Facilitator
- Communications
- Strategic Planning
- Facilities Management
- Disaster Recovery
- Visio Professional
- Business Liaison
- MS Office 2000 Pro

Professional Experience:

PROJECT COORDINATOR

- Developed and implemented online record tracking system for protection of critical data that saved millions of dollars and hundreds of hours of labor.
- Implemented procedures and monitored testing for tracking system analysis eliminating lost records.
- Trained 100 + users at multiple locations to implement and support company wide tracking system increasing efficiency.
- Authored company wide policies and procedures.
- Selected, hired and managed contractors, subcontractors and vendors for over 50 projects.
- Created and lead project teams of key employees and vendors, to successful completion of projects.
- Utilized PMBOK to create best practices, methodologies, and guidelines for management of projects.
- Using streamlined tools, forms, reports and documents for ongoing projects.
- Organized office operations and procedures for increased workflow.
- Wrote Request for Proposals (RFPs) for services, materials, and organizational support.
- Maintained project budget reports for CFO and CEO.
- Led Go-Live team for a smooth transition to a new software application ensuring continuity of operations.

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BUSINESS ANALYST

- Created and implemented HEDIS (Health Plan Employers Data Information) business processes to identify and manage requirements.
- Implemented disaster recovery procedures when building were deemed uninhabitable, which included moving computer networks, telephones and employees to a temporary office space.
- Developed post 9-11 security procedures for State office building.
- Researched security requirements for system upgrades.
- Designed and implemented \$250K security system for corporate and field offices.
- Independently performed complex analyses and evaluations of Business Services related contracts to increase cost saving and efficiency.
- Participated and coordinated test analysis to ensure system and data accuracy.
- Analyzed, developed and proposed IT projects to determine the most appropriate and cost effective solution.
- Coordinated with departmental staff, IT Programmers and Network Analysts to develop system specifications and documentation.
- Developed standards and procedures for effective procurement and space utilization.
- Analyzed and organized office operations and procedures for increased workflow.

Employment History:

1995 to Present PRODUCTION ASSISTANT – KTXL, Fox 40
2005 to 2006 FACILITIES COORDINATOR – Maximus, Inc.
2004 to 2005 PROJECT COORDINATOR – TekSystems (Teichert Inc.)
2002 to 2003 PROJECT MANAGER – Ellis and Ellis Signs
2001 to 2002 PROJECT ANALYST/COORDINATOR – Eskel Porter Consulting (DMH)
1996 to 2000 PROJECT COORDINATOR – Health Net/Superior National
1992 to 1995 OFFICE MANAGER – Capitol Records Management

Education/Training:

Project Management, California State Training Center	2001
Time Management, California State Training Center	2001
Completed Staff Work, California State Training Center	2001
Facilities Development Overview, California Department of General Services	2001
General Education toward degree, Cosumnes River College	1994-1996