

# CARMEN P. LOPINA

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## Project Manager

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Results-oriented, proactive, versatile professional with extensive training and experience in project management. Understands the importance of developing and implementing unique winning strategies and solutions, with a focus on building long-term customer and business partner relationships. Excellent people skills. Outstanding written and verbal communication skills. Extremely organized with an outstanding sense of prioritization. Strong ability to multitask while maintaining high degrees of attention to detail. Established reputation for performance excellence during employment career.

## Profile

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Project Management ■ Client Development Focus ■ Account Management ■  
Networking Customer Relationship Building ■ Product Development  
Business Management ■ Leadership

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## EMPLOYMENT EXPERIENCE

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### **med fusion – Lewisville, TX ■ Project Manager, 2010 – Present**

Manage multiple projects concurrently on schedule with a focus on quality and efficiency. Reviews project proposal to determine SOW, time frames, accomplishment procedures, and allotment of available resources to various phases. Leads the planning and implementation of projects to develop full scale plans, and defines project scope, goals and to the team. Establishes work plan and schedule for each phase of a project, and manages budget. Tracks and monitors project deliverables, and reports on progress of milestones to all stakeholders outlining issues and troubleshooting. Implements and manages changes and interventions to achieve project outputs. Manage the New Test Development and Implementation process through product lifecycle (PLM). Manage Change Control for New Test and Change of test implementations.

#### **Accomplishments:**

- Promoted to Lead Project Manager within 6 months of hire
- Managed the planning and execution of the relocation and transition of 8 laboratories from Baylor University Medical center to their new location, med fusion, Lewisville.
- Managed the planning and execution of the relocation of Pathology BioMedical Laboratory located in Dallas to their new location, PBM, Lewisville
- Managed the launch of 75+ new laboratory tests within 5 months.
- Managed the planning and implementation of ClearPoint Laboratories
- Member of PMI and working towards the PMP Certification

### **ThyssenKrupp Elevator – Frisco, TX ■ Project Coordinator, 2007 – 2009**

Tracked and monitored the status and deliverables for an average of 300 jobs per month. Coordinated, reviewed and procured design system in concert with the engineering process; reviewed building drawings to ensure meeting of structural dimensions and height requirements. Worked closely with Project Manager, Construction and General Contractor to assure specifications and deadlines were met with in budget guidelines. Tracked and communicated project status and progress via weekly reports and conference calls with sales, construction, and management personnel.

#### **Accomplishments:**

- Created a motivational and goal inspired team environment as a Team Lead.
- Rebuilt key relationships with sales and construction branches.
- Played a key role in successfully **increasing weekly business from an average of \$5 million to \$12 million within one year.**
- **Received promotion to Lead Project Coordinator within six months of hire;** awarded position of Project Coordinator on the Special Projects Team after only eight months.
- **Received the Star Performance Award** for initiative, leadership skills, and team player mentality (May 2008)

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## **EDUCATION**

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### **Bachelor of Science – Business Administration (Concentration in Sales and Marketing)**

- DeVry University – Online Program ▪ 2007

### **Master’s Certificate in Applied Project Management**

- Villanova University – Online Program ▪ July 2012 completion

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## **LANGUAGES**

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- English – First Language
- Spanish – Second Language, Fluent

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## **SOFTWARE SKILLS**

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MS Office (Word, Excel, Outlook) ▪ MS PowerPoint ▪ MS Access ▪ MS Project ▪ MS Visio