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| **PERSONAL PROFILE**  A very conscientious and organised person, bright ambitious and individual with excellent project management and analytical skills to delivery different projects, produce reports using different tools analysing data into different ways, using different IT system implementing and configurating EPR system (Cerner), Excellent team Management skills, I always thrive and love challenges. Consistent track record of success and ability to supporting and delivery complex projects.  **PERSONAL INFO** | | |
| **Address**  LONDON HA1 4FL  **Phone00447572838477**  **Email**[Asmaayassin84@gmail.com](mailto:Asmaayassin84@gmail.com)  **Skills**  knowledge of Microsoft office365, project, Visio, Access, MS Project/ Gantt chart  Data Analyst SQL Data base Administrator  Good management Leadership skills.  Conflict Resolution.  Problem Solving.  SARD/ PREP (Systems)  Cerner EPR/System One EPR Implementation and configuration.  AGILE PRINCE 2  UX/UI design?AWS/SCCM  **Languages**  **Arabic/English**  EDUCATION/TRAINNNG/QUALIFICATION  [2016-2018] {**University of West London]** [London, UK] [[**MSc Applied Project Management in IT**](http://www.lcuck.ac.uk/?pg=courses/view%3Fmode=FT%26level=3%26prog_id=891) **]**  [2014-2015] [London South Bank University] [London, UK] [[BSc (Hons) Computer System Management)](http://www.lcuck.ac.uk/?pg=courses/view%3Fmode=FT%26level=3%26prog_id=891)]  [2013-2014] [Derby University] [Derby, UK]  [[BSc (Hons) Electrical and Electronic Engineering )](http://www.lcuck.ac.uk/?pg=courses/view%3Fmode=FT%26level=3%26prog_id=891)  [2011-2013] [London College UCK] [London, UK]  [General Engineering HND]  **EMPLOYMENT HISTORY**  **Buckinghamshire Healthcare NHS Trust 01/21-03/21**  **Project Implementations/Test Coordinator:**  Conduct day-to-day project coordination, planning, and implementation across multiple teams. Support on the implementation of robust programme and project management infrastructure for use across the Division.  Responsible for creating test plans and coordinates which stakeholders will test various functional and technical areas. Responsible for communicating the status of testing to the Project Manager. Make sure that critical or high-importance issues are brought to the Project Manager’s attention immediately. Organise meetings to ensure teams are engaging throughout the testing cycle. Logging and managing test issues on JIRA.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST /01/2019-02/2019** **Position Data Manager**  Getting Data from Cerner (Power-chart). Updating data into NHR website. Attending Haematology clinics facing patients registering them to NHR. Train and supporting the research staff to Cerner, how to access the information and how to input information. Use the in-house system, E-proc to raise purchase orders and receipt invoices. Validating and reporting complex data to external agencies after liaising with Directorates of divisional. Communicate redesigned processes at all levels and support their adoption. Deployment of standard project documentation templates to project managers undertaking new projects.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 10/2018-01/2019 Position Capital Projects**  Ensuring the standard forms of building contract are prepared and the contract documentation is maintained. Making drawing by using Auto-CAD software. Managing various spreadsheets in the department inserting date extraction data. Helping with the management team assisting with the change. Manage some of capital projects which includes refurbishments, redevelopments, and new builds in accordance with the Trust’s project management processes and policies.  **LONDON NORTH WEST HOSPITA L NHS TRUST09/2018- 10/2018 Position Occupational Health Manager**  Delivering pre-employment health screening to NHS Professionals applicants. Working alongside the HR Team using ESR system to update information, trainee the staff in the department. Manging the staff reception and dealing with enquires. communicating with most employees who needs appointment to be seen in the clinic. Providing technical support and advice for HR and OH using E-opas system.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 07/2018- Sep/2018**  **Position Outsourcing Data Analyst**  Able to distribute documents quickly and efficiently. Data entry onto the Cerner using Power chart including booking App Clinic in App book. Review and improve administrative procedures. Continuing and updating status reports and lead administration |  | Review the percentage completion in the testing phase, as well as how many test cases have passed or failed, in-order to keep the project on schedule.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 01/2020-07/2020**  **Position Business Development**  Assisting with promotion, implementation, delivery and co-ordination of career and employment development supporting the doctors to undertake appraisal, revalidation.  Signing off their study leave expenses, in line with Trust and GMC guidelines. Interrogating databases while using two E-Systems to support Revalidation and Study Leave expenses. Validating and reporting complex data  Supporting the doctors enabling them to have access to the revalidation and appraisal system service.  **CHELSEA AND WESTMINSTER HOSPITAL NHS TRUST 09/2019- 01/2020 Position Project Manager/ Transformation lead**  Managing and supporting the Project team. Monitor and track progress of milestones and programme plans and escalate any deviation and slippages from the baseline plan. Preparing progress reports and assisting Programme Managers, as well as producing project plans and maintaining. Coordinate EPR projects across clinical and operational teams Deliver patient focused and clinically safe systems. Assist with the deliver and design, configuration, testing and launch the Emergency, Clinical Documentation (which covers all the inpatient clinical documentation across the trust. Promote and support the culture change required to embed new ways of working. Working alongside the change team to review process, update and optimise.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 03/2019-07/2019 Project/Business Support Manager:**  Supporting the Directorates of Divisional surgery, Cancer and Cardiovascular. Support on the implementation of robust programme and project management infrastructure for use across the Division Support the development and delivery of workforce plans arising from service developments and transitions. Analyse outputs, identify risks and provide suggestions for improvement.  Going into meeting min taken notes after meeting sending emails to all Senior Managers. Using Excel to analysing data updating the information every morning, collecting Data and updating them using Pivot table.  **CHELSEA AND WESTMINSTER HOSPITAL NHS TRUST 04/2018- 06/2018 Position Cerner Trainer/ Business Analysts/ Transformation Team**  Responsible for the support of ICT projects in Cerner System undertaken by the Trust. Supporting the applications clinical document. Train and support staff for the new IT systems induction and workshops.  **LONDON NORTH WEST HOSPITAL NHS TRUST 02/ 2018- 04/2018** **Position Data Entry/ Data Analysts**.  Analysing data from child health by producing daily reports. Proving ad-hoc reports for health visitors by proving data analysing to answer their quires.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 11/2017- 01/2018Position Project Support Manager /**  Assist the programme manager and projects leads on the development of Project Initiation Documents (PIDs). Provide a monitoring and control service and generate various reports to ensure programme information is effectively analysed. Responsible for the support of ICT projects in Cerner System undertaken by the Trust. Train and support staff for the new IT systems induction and workshops. Maintaining the integrity of the risk systems and liaising with risk owners and risk leaders. Communicate, proactively build good working relationships.  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST 08/2017-12/2017Position Application Support Analyst** Providing technical support and advice Monitoring systems performance and availability. The deployment & migration of Cerner and application. Reporting back to calls logged to ICT services desk .  **IMPERIAL COLLEGE HEALTH CARE NHS TRUST**  **09/ 2016-08/ 2017 Positions** Clerical Coordinator, Project administrator, Quality Coordinator, ICT Help desk/ Cerner Assistant As part of all roles I was to provide efficient administrative support to the clinical team in Ward. Communication skills including a courteous telephone manner. Having good organisational skills, being able to distribute documents quickly and efficiently. Data entry onto the system including booking appropriate clinic appointments, requesting or collection of patient notes Excellent record keeping skills.  **Brook Street Agency Hammersmith: Aug 2014 -Sep 2016 Positions:** Office Manager/ System Manager  **Marcus Evans Feb 2013-May 2014 London**  **Position** Executive Assistant.  **References:**  Available upon request |