

ALECEA QUINTYNE

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Decatur, Georgia 30035

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BUSINESS MANAGEMENT PROFESSIONAL

STRATEGY | LEADERSHIP | PERFORMANCE

I am an experienced and top-performing Business Management professional currently seeking a role within an organization that not only recognizes but rewards hard work, dedication, expertise and results. Throughout my professional career I have developed a unique set of skills that will afford me the opportunity to make an immediate, effective and positive impact within any organization. Furthermore, I am highly trained in both interpersonal & written communication as well as being very adept at creating, cultivating and developing relationships.

AREAS OF EXPERTISE

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|-------------------------------|-------------------------------|-------------------------------|
| • Project Management | • Process Improvement | • Interpersonal Communication |
| • Process Implementation | • Business Process Management | • Team Management |
| • Strategic Planning/Analysis | • Relationship Development | • Development & Training |
| • Operations Management | • Client Management | • Leadership |
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PROFESSIONAL EXPERIENCE

IASIS HEALTHCARE, FRANKLIN, TENNESSEE, April 2012 – Present MANAGER, PHARMACY INFORMATION SYSTEMS

- Manage inpatient pharmacy information systems for 20 hospitals.
- Review pharmacy information system vendor contracts for accuracy and completion.
- Contributes ongoing analysis, maintenance, technical and functional support for Pharmacy Systems.
- Provides leadership and technical guidance to identify system deficiencies.
- Analyze pharmacy information systems problems and provide solutions.
- Accountable for the testing and implementation of new pharmacy software.
- Organizing the training on enhancements and upgrades or new pharmacy software.
- Manage activities of project staff to ensure project progress is on schedule.
- Confer with project staff to outline work plan and assign duties, responsibilities and scope.
- Provide project staff with technical advice and problem resolution.
- Monitor vendor performance on deliverables and takes corrective action as necessary.
- Responsible for the continued education of existing Pharmacy staff 'super users'.
- Mentor and knowledge share with corporate pharmacy analyst.

MCKESSON PROVIDER TECHNOLOGIES, ALPHARETTA, GEORGIA, April 2010 – April 2012 SENIOR IMPLEMENTATION CONSULTANT

- Support Horizon Clinicals services and upgrades implementations.
- Create and revise Horizon Medication Reconciliation documentation.
- Sit on the Change Control Board for Horizon Expert Orders/Horizon Order Management, Horizon Medication Reconciliation, and Enterprise Prescription Writer, Horizon Expert Notes applications.
- Act as a liaison between the Support, Services, Upgrades and Development organizations.
- Provide education to the services and upgrades organization.
- Manage and troubleshoot escalated issues from the services, upgrades and support teams.
- Test and document software change releases.

PROFESSIONAL EXPERIENCE – CONTINUED

GWINNETT HEALTH SYSTEM, LAWRENCEVILLE, GEORGIA, November 2007 – April 2010

SENIOR IT PROJECT MANAGER

- Managed Pharmacy Information Systems Implementation Projects: SureMed Server upgrade, Accudose Medication Cabinets, Horizon MedComm-Rx and OmniLink medication order scanning/faxing software and MedCarousel
- Managed RFI process for the Automated Medication Dispensing Cabinets for the enterprise.
- Managed Clinical Application Implementation Projects: Horizon Order Management, Horizon Expert Orders, Horizon Expert Documentation, Horizon Care Alerts, Horizon Physician Portal 13 Upgrade and Horizon Mobile Care Rounding.
- Managed Orders Workflow and Process Design Project.
- Designed projects documentation: Project Plan, Charter, Decision Matrix, Status Reports and Communication Plan.
- Motivate team to accomplish goals and tasks.
- Leverage resources by coordinating with internal and external partners.
- Develop project timelines and milestones.
- Developed integrated systems test plans.
- Set project metrics, baselines and targets.
- Ensure that metrics are met and communication status to the project sponsor and executive leadership evaluation.
- Monitors project costs and adhere to the identified budget.
- Oversee project scope and change management.
- Track risks, issues, and action items and develop solutions.

MCKESSON PROVIDER TECHNOLOGIES, ALPHARETTA, GEORGIA, March 2004 – November 2007

SENIOR IMPLEMENTATION CONSULTANT, August 2005 – November 2007

- Implemented Horizon Expert Orders (CPOE).
- Managed multi-facility CPOE project as Lead Consultant.
- Guide client in clinical orderable file building.
- Consult on hospital workflow and processes.
- Validate closed loop medication administration process (via CPOE, Pharmacy Information System and Bedside Administration Solution)
- Ensure clients are properly trained on software.
- Assisted as Green Belt on a process improvement project to reduce cycle time and effort for CPOE implementations.
- Developed implementation methodology.
- Consulted clients on Medication Reconciliation process within JCAHO standards.
- Provide exemplary customer service.
- Consult on integrated systems test plans.
- Provide 'go-live' support and conversion activities.

CLINICAL APPLICATIONS ANALYST, March 2004 – August 2005

- Analyze problems with STAR pharmacy and radiology software.
- Evaluate First Data Bank CD uploads processes.
- Consult on 3rd party automation interface issues.
- Provide solutions to ADT interface challenges.
- Research midnight processing difficulties.
- Test proposed defects in base software.
- Recommend solutions to customer application questions.
- Maintain a high level of customer satisfaction

PROFESSIONAL EXPERIENCE – CONTINUED

OMNICELL, PALO ALTO, CALIFORNIA, March 2001 – March 2004

SYSTEM ADMINISTRATOR, May 2003 – March 2004

- Managed ongoing Omnicell projects
- Tested and troubleshoot interfaces by analyzing HL7 Codes.
- Supported onsite Omnicell systems.
- Managed Omnicell hardware and supply inventory.
- Configured and upgraded software.
- Conducted weekly Project meetings.
- Provided and directed hospital staff in training. (Nurses, Pharmacy staff and Physicians)
- Handled troubleshooting of hardware and software issues.
- Consulted on medication error prevention.
- Consulted on Pharmacy and Material Management workflow processes.
- Consulted on JACHO requirements for Pharmacy automation.

IMPLEMENTATION SPECIALIST, March 2001 – May 2003

- Managed accounts ranging from \$50,000-\$3,500,000
- Manage multiple implementations at one time
- Developing project plans and create schedule for installation.
- Installing and configure OmniRX, OmniSuppliers, Sure-Med, NarcVault and Anesthesia Workstations
- Conduct on site product training.
- Document and report project status weekly to project team and Executive staff
- Ensure milestones are met and in compliance to the business bylaws.
- Assist the interface team with testing to ensure data integrity.
- Troubleshoot customer software and hardware issues and escalate when necessary.
- Assist with the generation of all necessary reports and tracking systems.

EDUCATION & TRAINING

BACHELOR OF SCIENCE, MANAGEMENT OF INFORMATION SYSTEMS, National-Louis University, July 2013

HEALTHCARE SOFTWARE

- Horizon Expert Orders
- Horizon Order Management
- Horizon Admin RX
- Horizon Meds Manager
- Horizon Medication Reconciliation
- Enterprise Prescription Writer

COMPUTER SKILLS

- Windows (95/98, NT, 2000, XP, Vista)
- Microsoft Office Suite (PowerPoint, Project, Visio, Access)
- DB Visualizer
- SQL Developer
- Remote Administrator
- Siebel
- SAP

CERTIFICATIONS

- Certified Support Professional, SSPA 2004
- Six Sigma – Green Belt, Value Train 2007
- Project Management Professional, PMP - Scheduled July 2013

PROFESSIONAL AFFILIATIONS

- Healthcare Information and Management Systems Society, HIMSS 2006
- Technology Association of Georgia, TAG 2007
- Project Management Institute, PMI 2008



Mental Health, Developmental Disabilities & Addiction Services
"Helping to Make Brighter Tomorrows"

Application for Nomination for Appointment to the
DeKalb Community Service Board

Name: Alecea Quintyne
Address: 4711 Saint James Way
Decatur, Georgia 30035

County of Residence: DeKalb

Telephone Numbers: Home: Office: 678-691-2891 Cell: 678-463-4499

E-mail address: alecea71@gmail.com

Gender: Male Female Date of Birth: 02/01 (MM/DD)

Ethnicity: (check one):

White African American Asian American
Hispanic Native American Other (specify)

Service Interest (Check all that apply):

Mental Health
Developmental Disabilities
Substance Abuse

Potential Category of Membership (Check all that apply):

Consumer
Family Member of a Consumer
Other (advocate, interested citizen, elected official, MHDD/SA professional)

Work or Occupation: Manager, Pharmacy Information Systems

Potential Conflict of Interest: Indicate if Board member or employee of any agency, organization or group which contracts with the DeKalb Community Service Board or the DeKalb Metro Regional Office.

Yes No N/A
If yes, please indicate agency, organization or group

If yes, also indicate if you would be willing to resign from Board membership or employment in order to accept nomination for appointment to the DeKalb Community Service Board. Yes No

Reason(s) for interest in serving on the DeKalb Community Service Board. Please include any relevant experience or skills which would contribute to the operations of the Board (use reverse side if needed).

I have over 20 years of experience in healthcare with at least 12 years focusing on strategic planning, project management and relationship development. I have always had a passion and advocate for mental health initiatives. I would like to take this opportunity to merge my passions and professional skills for the betterment of the DeKalb CSB.

Date: June 6, 2013 Signature: Alecea M. Quintyne

Return Application to: DeKalb Community Service Board
Executive Director
445 Winn Way
Decatur, Georgia 30030