Ryan Kowalski

// Project Manager

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> SUMMARY

Project Manager with 2 years running healthcare software rollouts after 7 years planning hotel conferences for up to 1,200 guests. Handles project management end to end in Microsoft Project and Excel, from schedules and budgets to vendor management and risk logs, and keeps clinical and technical teams on track through weekly status meetings.

> SKILLS

• Project Management • Microsoft Project • Excel • PowerPoint • Outlook • Risk Management • Vendor Management • Microsoft Office • Leadership • Organizational Skills

> EXPERIENCE

Project Manager 09/2024 - Present

Lakeshore Clinic Systems Chicago, IL

Implementation team of a software company serving 140 outpatient clinics in the Midwest.

- Manage **6** concurrent clinic software rollouts with budgets up to $180,000, delivering 5 of the last 6 on schedule.
- Build project plans and resource schedules in Microsoft Project, tracking 300+ tasks across IT, training and vendor teams.
- Run weekly status meetings and send PowerPoint updates to clinic directors with open issues ranked by impact.
- Maintain a risk management log in Excel that caught a data migration delay 3 weeks early and protected the go-live date.

Events Manager 05/2017 - 08/2024

Lakeview Grand Hotel Chicago, IL

Full-service hotel with 420 rooms and 30,000 sq ft of meeting and ballroom space.

- Planned **150+** conferences and weddings a year for groups of 50 to 1,200, each with its own timeline and run sheet.
- Coordinated banquet, AV and housekeeping crews of up to 40 staff on event days through shared Outlook calendars.
- Tracked event budgets of up to $250,000 in Excel and closed 95% of events within the client's approved spend.
- Negotiated contracts as part of vendor management for 25 suppliers, cutting average floral and AV costs by 12%.

> EDUCATION

Bachelor of Science 05/2017

Purdue University West Lafayette, IN

Hospitality and Tourism Management

> CERTIFICATES

Certified Associate in Project Management (CAPM) 05/2024

Project Management Institute (PMI)