

JASON SKINNER

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PROFESSIONAL SUMMARY

Program and Operations Management professional with experience leading complex initiatives in government-regulated and compliance-driven environments. Proven ability to manage multi-million-dollar programs, coordinate cross-functional teams, and implement governance frameworks that ensure schedule, cost, and performance objectives are met. Experienced supporting federally funded programs, developing performance metrics, managing operational risk, and delivering strategic process improvements. I am skilled in program lifecycle management, stakeholder coordination, compliance oversight, and enterprise system implementation. Adept at operating in structured, mission-driven environments similar to Department of Defense and federal contractor organizations.

PROFESSIONAL EXPERIENCE

Senior Project Manager | Buhler Landscape | Ogden, Utah

May 2025 – Present

- Lead multiple concurrent infrastructure and operational projects from planning through execution and delivery.
- Develop project charters, work breakdown structures (WBS), schedules, risk registers, and stakeholder communication plans.
- Implement standardized governance frameworks and operational procedures to improve project consistency and execution quality.
- Manage full lifecycle implementation of enterprise CRM systems including requirements gathering, testing, deployment, and training.
- Coordinate cross-functional teams to meet schedule, performance, and operational objectives.
- Facilitate Agile project activities including sprint planning, standups, milestone reviews, and retrospectives.
- Improve organizational documentation governance and digital file management to enhance compliance and audit readiness.

Assistant Director of Operations | Weber Human Services | Ogden, Utah

Dec 2022 – May 2025

- Directed operational improvement initiatives across multiple programs within a government-regulated healthcare organization.
- Managed approximately \$8M in state and federally funded grants while ensuring regulatory compliance and financial accountability.
- Developed and implemented key performance indicators (KPIs) and operational dashboards used by executive leadership.
- Coordinated interdisciplinary teams including clinicians, administrators, and external vendors to achieve program objectives.
- Led workflow redesign initiatives improving service delivery efficiency and operational performance.
- Prepared operational performance reports and presented findings to senior leadership and external stakeholders.
- Ensured programs met federal, state, and organizational compliance requirements.

Project Manager / Business Development | Elite Carpal Tunnel | Draper, Utah

Apr 2022 – Dec 2022

- Led operational improvement and business development initiatives supporting clinical service expansion.
- Developed project plans, operational documentation, and implementation roadmaps for new service initiatives.
- Collaborated with leadership to optimize clinical workflows and improve patient throughput.
- Coordinated communication across administrative and clinical teams to ensure successful project execution.
- Managed 10+ projects at a time from planning, execution, and completion.

Lead Medical Assistant | Nephrology Associates of Utah (Fresenius Medical Care) | Layton, Utah

Nov 2020 – Apr 2022

- Led process improvement initiatives that improved operational efficiency and documentation accuracy.

- Implemented monitoring systems that sustained error rates approximately 40% below internal benchmarks.
- Analyzed operational data to identify risks and implement corrective actions.
- Supported regulatory compliance with healthcare documentation and quality standards.
- Managed patient schedule, ran front desk, and managed schedule for 3 NP's and 1 Nephrologist.
- Managed intake, medication list, BP, labs, and imaging as a medical assistant.

Field Operative | Buhler Landscape | Ogden, Utah

July 2020 – Nov 2020

- Designed and structured landscapes for residential properties.
- Installed edging, sod, rock mulch, irrigation, timer box, spigots, etc.
- Drove skid loader, excavator, trencher, truck, dump trailers.

Career Break

Nov 2019 – July 2020

- Took time off to manage family matters after the death of a parent.

Home Health Aide | Morning Sun Financial | South Ogden, Utah

Apr 2018 – Nov 2019

- Supported regulated healthcare service delivery and documentation compliance.
- Managed employee schedules and daily operations.
- Utilized best practices, providing the highest standard of care.
- Assisted with audit preparation and regulatory documentation validation.

EDUCATION

Weber State University, Ogden UT

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| Master of Business Administration (MBA) | Dec. 15 th , 2023 |
| Master of Healthcare Administration (MHA) | April 29 th , 2022 |
| Bachelor of Healthcare Administrative Services | April 24 th , 2020 |

TECHNICAL SKILLS

- Microsoft Excel
- Data Analysis & Reporting
- Program skills: Asana, Monday.com, Tableau, Granum.
- Customer Relationship Management (CRM) Platforms
- Electronic Medical Record Systems (Epic, Athena)
- HRIS Systems (BambooHR)

ADDITIONAL INFORMATION

Languages: English (Fluent), Spanish (Fluent)

International Service Mission – Chile (2013–2015)