

Danielle Ma

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Adaptable and agile “go-getter” professional with unique experiences determine to inspire others to strive to their fullest potential.

8+ years of coordination, organizational and time-management expertise.

Refined **interpersonal skills**, excellent **communication skills** and experience working in challenging environments to build and sustain positive engagement, performance and team results.

PROFESSIONAL EXPERIENCE

Project Manager, Development

CenTrak Inc., Newtown, PA, 2017 - Present

Managing and coordinating a cross-functional team to deliver outstanding products and services such as Real-Time Location Systems (RTLS).

- Supports the Chief Technology Officer (CTO) in managing all functions related to driving the delivery and execution of products/ projects plans for several diverse Engineers.
- Lead and manage large scale projects by communicating effectively with Stakeholders, coordinating and scheduling resources, managing high risk matters as needed, and using good judgement executed from the start of the kickoff until post go-live of the project’s life cycle.

Project Coordinator, Development

- Managed small scale projects for innovation and development and provided administrative support to the diverse team on an as needed basis.

VA Project Coordinator/ Program Manager

- Managed and implemented RTLS products in 38 National Hospitals for the Veteran Affairs (VA) receiving honorable Acceptance Letters.

Resource Coordinator

- Located excellent resources and talent for potential projects deployed by our Director of Field Services of Engineering (as needed).

Program Specialist

Associated Production Services, Inc., Ivyland, PA, 2014 - 2017

Assisted in all phases of daily programming following the DPW 2390 regulations, FDA, and SOPs including incident management/reporting, quality assurance and advocacy for individuals with MH/ IDD diagnosis served by the program to create a diverse and inclusive program.

- Developed, managed, and monitored delivery of program and services.
- Conducted tours, interviews, and orientation for admission/ enrollment, and provided habilitation to a 170+ individuals with MH/ IDD diagnoses.

Safety Committee Member, Ivyland, PA, 2015 - 2017

- Maintained OSHA logs and regulations specific location.

Production Supervisor, Trevoise, PA, March 2014 - June 2014

- Provided mandatory trainings throughout the year to 20+ diverse staff.

Supports Coordinator/ Case Manager

PennDel Mental Health Center, Langhorne, PA, 2013 - 2014

Demonstrated coordination and advocacy skills, becoming resourceful and achieving goals through time management. Managed a caseload of 45 with sensitivity in difficult situations as well as building strong, positive relationships.

- Highly developed skills in urgency and prioritization of all documentation to Local Bucks, Montgomery, Philadelphia Counties, Federal and State Regulations.
- Team Lead: provided on site monitoring, advocated, coordinated, located, and promoted inclusion to all families and teams.

SKILLS

- Program Development
- Employee Training and Development
- Project Management
- Cross-functional communication
- People Management
- Culture Diversity
- Hands-on Leadership
- Nonprofit Organization
- Salesforce
- Smartsheet
- Microsoft Suite
- Meeting Software: GTM, Skype Business, Zoom, Oovoo
- Google Products (Gmail, Calendar, Drive, Docs, and Sheets)

CERTIFICATIONS

- Diversity, Inclusion, and Belonging
- Developing a Diversity, Inclusion, and Belonging Program
- Diversity and Inclusion in a Global Enterprise
- Managing a Diverse Team
- Adding Value Through Diversity
- Rolling Out a Diversity and Inclusion Training Program in Your Company

LANGUAGES

- English: fluent in speaking, reading, and writing
- Vietnamese: fluent in speaking, reading, and writing

AWARDS

Above and Beyond,
June 2018

EDUCATION

Bachelor of Arts in Psychology, December 2012

Diversity Club Member

King’s College,
Wilkes-Barre, PA