

# LISA J HUYNH

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## PROJECT COORDINATOR

Results-oriented professional specifically focusing on technical and business systems analysis, training, and project coordination. Proven ability to effectively coordinate and communicate between business and technical professionals to execute process improvements in healthcare. Possesses strong verbal and written communication, training, presentation abilities, and excellent organizational and relationship-building skills.

## SKILLS

MS Office Suite Proficient | Project Coordinator | Financial and Data Analysis | Compliance | Quality Assurance

## EXPERIENCE

**Kaiser Permanente, Pasadena, CA**

**08/2008 – 11/2023**

### Systems Administrator

**05/2021 – 11/2023**

Provided technical support and training for the company's business partners related to the Oracle PeopleSoft ERP system. Experienced in the various system modules including Financial and Supply Chain management.

- Evaluated and solved basic to intermediate system problems. Escalated incidents when necessary to minimize patient impact.
- Led teams of 6-10 stakeholders as the project coordinator to implement the PeopleSoft system onto new facilities. Supported the launch of over 10 new pharmacies, enabling KP to expand pharmacy services nationally.
- Maintained and updated department policies and procedures document.

### Catalog Coordinator

**09/2013 – 05/2021**

Managed the pharmacy master data catalog of over 35K items, auditing discrepancies and granting specific medication access for the organization pertaining to the warehouse supply chain.

- Audited manufacturer's pharmaceutical pricing contracts, saving the company \$10M+ annually.
- Performed quality assurance and SOX compliance to maintain data integrity using internal and external files.
- Coordinated pharmacies' openings and closures with the PeopleSoft OneLink project team.
- Led a group of 3 to redesign and update the outdated department policies and procedures document related to new pharmacies. The changes improved processing time.
- Prepared, analyzed, and maintained team productivity reports for upper management's review.

### Pharmacy Internal Auditor

**08/2008 – 08/2009**

Audited pharmacy claim submissions for a portion of the organization's 12M+ members in compliance with Medicare Part D regulatory guidelines set by the Centers for Medicare and Medicaid Services (CMS).

- Reviewed monthly insurance billings and submitted payment requests to Accounts Payable for Pharmacy Benefits Manager vendor services rendered.
- Prepared, analyzed, and maintained monthly and quarterly reports directly to the company's management and CFO for decision-making.

**Long Beach Community College, Long Beach, CA**

**09/2001 – 08/2008**

### Accounting Technician I

**09/2001 – 06/2005**

Performed tasks related to Accounts Receivable and Accounts Payable within the college's Finance department, in compliance to Generally Accepted Accounting Principles and SOX. Also, carried out various clerical duties in the office.

- Reviewed and audited invoices against purchase orders to process and create payments to the various college vendors.
- Reconciled balance of accounts and end-of-year expenditures and maintained fiscal year records used for budget control analysis.
- Processed employee reimbursements related to Travel & Expenses for the college district.

**ADDITIONAL RELEVANT EXPERIENCE**

**Long Beach Community College**, Long Beach, CA  
**Interim Benefits Technician**

**Long Beach Community College**, Long Beach, CA  
**Payroll Technician**

**EDUCATION**

**Bachelor of Arts (BA), Biology**, Occidental College, Los Angeles, CA

**Google Project Management Certificate**, Coursera, May 2024

**Google Data Analytics Certificate**, Coursera, Jan 2025

**Project Management Professional® (PMP®)**, PMI, July 2025

**ADDITIONAL INFORMATION**

Problem solver; Communicator; Detail-oriented; Confidential;  
CAP OC food bank volunteer; Amateur 5K runner; Cricut machine crafting enthusiast