Candace Lyken Djibo

Dallas, TX | (702) 906-3480 | candacelyken@gmail.com

PROFESSIONAL SUMMARY

Project and program management professional with 7+ years leading cross-functional initiatives, strategic program delivery, and process improvement across academic medicine, higher education, and professional-services environments. Proven record developing structured project plans, establishing milestones and deliverables, managing risks and dependencies, and driving initiatives from planning through execution within governance and compliance-driven settings. Skilled in building project governance frameworks, status reporting, and tracking tools that give senior leaders real-time visibility into progress, risks, and outstanding decisions. Experienced aligning executive leadership, administrators, Finance, Human Resources, and external partners to shared objectives, and translating complex policy and regulatory requirements into actionable plans and clearly defined deliverables. MBA-prepared, PMP-certified, and Scrum-trained, recognized for operational excellence, discretion, and the ability to execute high-priority initiatives across complex, multi-stakeholder organizations.

EDUCATION

Southern New Hampshire University
Master of Business Administration, Human Resource Management

University of Nevada, Reno
Bachelor of Science, Human Development & Family Studies

CERTIFICATIONS

• Project Management Professional (PMP) • Certified ScrumMaster (CSM) • Microsoft Power BI • Coaching & Mentoring (AICPA) • Emotional Intelligence (AICPA)

SOFTWARE SKILLS

• SharePoint • Smartsheet • Monday.com • Asana • Notion • PeopleSoft • Microsoft 365 (Word, Excel, PowerPoint) • Google Workspace • Power BI • Adobe Acrobat

SKILLS & ABILITIES

• Strategic & Transformational Project Management • Program Delivery • Project Planning & Scheduling • Milestone & Deliverable Tracking • Project Governance • Status Reporting & Executive Updates • Risk, Issue & Dependency Management • Escalation Management • Cross-Functional Leadership • Stakeholder Engagement & Alignment • Executive-Level Reporting • Process Improvement • Compliance & Regulatory Governance • Operational Analysis • Requirements Gathering • Resource Coordination • Meeting Facilitation • Data Analysis & Reporting • Collaboration Across Teams, Functions & Geographies

EXPERIENCE

UT SOUTHWESTERN MEDICAL CENTER | DALLAS, TX
Leading U.S. academic medical center and research institution

Faculty Coordinator, Department of Internal Medicine **April 2025 - Present**

- Lead and coordinate concurrent departmental initiatives spanning faculty recruitment, appointments, promotion and tenure, onboarding, and workforce planning, managing each from planning through completion against defined timelines, milestones, and deliverables.
- Partner with executive leadership, department administrators, Finance, Human Resources, Credentialing, and the Dean's Office to align strategic and operational priorities and drive cross-functional execution.
- Develop executive-level reports, presentations, briefing materials, and tracking tools that give leadership real-time visibility into initiative status, milestones, and outstanding decisions.
- Manage project timelines, stakeholder communications, action items, risks, and operational deliverables across multiple concurrent initiatives, proactively resolving obstacles to protect delivery.
- Establish project tracking and governance practices that monitor progress, compliance requirements, and stakeholder accountability across workstreams.
- Ensure initiatives adhere to institutional policies, accreditation requirements, and regulatory standards while maintaining strict confidentiality.

Program Coordinator, Faculty Affairs **March 2023 - April 2025**

- Managed end-to-end faculty onboarding, credentialing, malpractice enrollment, visa processing, annual evaluations, and appointment workflows for physicians and academic faculty across concurrent cycles.
- Led workflow improvement initiatives that reduced administrative turnaround times by 30% through process standardization, enhanced tracking systems, and clearer stakeholder accountability.
- Developed operational reports and project tracking tools that improved visibility into milestones, compliance requirements, and stakeholder responsibilities.
- Coordinated multi-departmental initiatives across faculty leadership, administrators, Human Resources, and external partners, driving alignment and timely completion of deliverables.
- Ensured adherence to institutional policies, accreditation standards, and regulatory requirements throughout each initiative.

PROGRAM COORDINATOR | WEST COAST UNIVERSITY | AUGUST 2021 - APRIL 2023
Accredited university serving nursing and allied-health education programs

- Coordinated operational, academic, and accreditation initiatives across nursing and allied-health education programs,

managing schedules, deliverables, and stakeholder communications from planning through completion.

- Served as the central point of coordination for faculty, administrators, and clinical partners, aligning priorities across concurrent program initiatives and tracking action items through to resolution.
- Managed program calendars, course scheduling, and faculty assignments, proactively identifying conflicts and dependencies and resolving them to keep initiatives on timeline.
- Built and maintained tracking tools, operational reports, and documentation that improved visibility into program milestones, compliance requirements, and outstanding tasks for leadership.
- Coordinated student onboarding, orientation, and program events, partnering cross-functionally to deliver a consistent experience and seamless execution across stakeholders.
- Supported accreditation and regulatory readiness by maintaining records, compiling reporting materials, and ensuring adherence to institutional and programmatic standards.
- Facilitated meetings, prepared presentations and briefing materials, and supported leadership planning, reporting, and decision-making.

ADMINISTRATIVE ASSISTANT | REISMAN SOROKAC LAW FIRM | JULY 2019 - FEBRUARY 2021

Corporate and commercial law firm

- Served as the first point of contact for the firm, answering and directing calls, greeting and caring for clients, and delivering professional front-of-house service in a fast-paced legal office.
- Managed daily office operations, including incoming and outgoing mail and deliveries, office supply inventory and reordering, and upkeep of shared spaces and equipment, to keep the firm running smoothly.
- Processed accounts payable data entry and created and maintained accounting records under the direction of the Accounts Administrator, supporting accurate and timely financial tracking.
- Tracked and recorded client costs, printing, and staff expenses, maintaining organized records that supported billing accuracy and cost control.
- Created and maintained client and case files as directed by Accounting, the Office Manager, and legal assistants, ensuring accurate, well-organized, and confidential documentation.
- Administered copy-code tracking and vendor ordering, coordinating with staff and external providers to manage office resources and control recurring costs.
- Organized and executed firm-wide staff events and celebrations, supporting a positive office culture and strong team engagement.