

# Martha Arter

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## Skills & Abilities

- Experienced Problem solver with extensive analytical skills consistently applied to challenging and complex projects
- Team management experience with exceptional oral and written communication skills

## Experience

### August 29 – September 11, 2022

RIDE Intern/Set Dec PA, The Supremes at Earl's All You Can Eat

- Create calendar based on One Line Schedule
- Update calendar with One Line Schedule changes
- Print copies of Call Sheets, One Line Schedule and Punch List for Set Decorator and staff
- Deliver fabric to companies for fabrication of draperies, curtains, etc
- Pick Up orders from companies and deliver to location

### March 2017 -May 2019

Chief Information Officer, Ohio Department of Medicaid

- Responsible for the Medicaid IT strategy, budget and information systems

### January 2002 – March 2017

IT Project Manager, Ohio Department of Medicaid

- Responsible for the successful implementation of technologies and applications (e.g., Desktop migration, email migration, ProWatch Security migration)
- Planned and implemented project phases
- Managed development and implementation of contract deliverables
- Coordinated multiple tasks and activities
- Assisted executives in planning and project control
- Managed and negotiated change control process
- Established policies/procedures to monitor contract compliance

### March 1999 – January 2002

Executive Assistant to the Director, Ohio Department of Drug & Alcohol Addiction Services

- Composed correspondence for Director
- Coordinated staff and activities for the Department's Combined Charitable Campaign
- Coordinated Director's schedule Coordinated the development of the Office of Chief Inspector

**Education**

**Heidelberg University – Tiffin, Ohio – Bachelor of Music Education**  
1982

**References****Marthe Pineau**

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