

RESUME_TEMPLATE

Project Coordinator

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OBJECTIVE

A highly organized Project Coordinator with 7+ years of experience, Associate degree in Business Administration and PMI Certifications, seeks to join Quantum Inc. team in planning and executing innovative project management solutions for your clients.

EXPERIENCE

2016-Present **SENIOR PROJECT COORDINATOR (Sales and Promotions Department) – Modern Solutions Inc; Glendale, CA.**

- Coordinated a career-high seven corporate events that resulted in an average of 200% growth in sales for the seven brands within the succeeding quarter.
- Given full discretion to 99% manage three major promotional events in 2016.
- Created project schedules from planning to execution.
- Managed and consolidated the schedules of project team members
- Dispatched teams to field assignments.
- Monitored disbursements and ensured that the projects were carried out within the timeline and budget.
- Supervised canvassing of marketing materials and supplies needed for the events.
- Assigned different teams to handle security, guest's accommodation, food and beverage supplies, venue set up, transportation and events program.

2014-2016 **PROJECT COORDINATOR (Marketing Division) – My Dream Media, San Francisco, CA.**

- Coordinated two big marketing events for the company that recorded a 98% participation rate.
- Selected team members, delegated tasks and monitored their progress.
- Arranged meetings with suppliers and team members.
- Planned and supervised execution of promotional events.
- Prepared contracts for Project Manager's approval.
- Managed the budget and succeeded in bringing down the cost by 10%.
- Provided detailed disbursement report for Project Manager.

2012-2014 **PROJECT COORDINATOR – Khaira Telecommunications, Sacramento, CA.**

- Coordinated four product launches under the supervision of Sales Project Manager that generated post-launch growth of 110% for the four brands.
- Created project timetables and budget allocation for each product launch.
- Prepared task list for each team member and kept track of their assignments.
- Reported team's weekly progress to Project Manager.
- Conducted team meetings, wrote minutes and sent minutes to Project Manager.
- Received recognition for 10% cost savings on projects.

EDUCATION

2008-2012

Associate of Arts in Business Administration – Los Angeles South College.

2000-2008

High School - California State University Sacramento, CA.

CERTIFICATION

- Associate in Project Management obtained from Project Management Institute, 2014
- PMI Scheduling Professional obtained from Project Management Institute, 2015

SKILLS

- AAS in Business Administration
- Certified Associate in Project Management (CAPM)
- Certified Scheduling Professional (PMI-SP)
- Proficient in Project Management Software: Asana, Confluence, TimeCamp and Paymo.
- Effective communication skills
- Fluent in English, French and Mandarin
- Focused and proven team player
- Adept in time management