

## Project Manager Summary

- Project Manager with hands-on experience in project coordination and team leadership, improving client satisfaction rates by 30%.
- Helped increase team productivity by 25% by implementing project tracking systems at BuildRight Contractors.
- Contributed to reducing overhead costs by 10% at Creative Solutions Inc.
- B.A. in Business Administration with a focus on Project Management, GPA: 3.6.

## Work History

### Lead Project Coordinator Innovative Tech Solutions

January 2023 - Present

- Oversaw a team of 5 in the development of a new tech product, meeting all project milestones.
- Reduced project delivery times by developing a streamlined project communication plan.
- Managed client relationships to enhance project scopes and expectations, improving client satisfaction rates by 30%.

### Assistant Project Manager BuildRight Contractors

June 2021 - December 2022

- Assisted in managing construction projects valued at over \$200K, ensuring on-time delivery.
- Implemented a digital tool for project tracking, increasing team productivity by 25%.
- Coordinated with cross-functional teams to align project objectives and company goals.

### Project Intern Creative Solutions Inc.

January 2021 - May 2021

- Supported senior project managers in planning and executing several key project phases.
- Contributed to reducing overhead costs by 10% through effective resource management.
- Helped prepare detailed project reports and presentations for stakeholder meetings.

## Education

### Bachelor's In Business Administration Boston University

September 2019 - May 2021

## Skills

#### Project Scheduling



#### Budget Management



#### Risk Assessment



#### Stakeholder Engagement



#### Agile Methodology



## Interests

Amateur astronomy, trail hiking, and digital photography.