OLIVIA SMITH

Assistant Project Coordinator





PROFESSIONAL SUMMARY

Enthusiastic project coordinator with over two years of experience in managing project documentation and schedules. Adept at supporting project teams, tracking progress, and communicating key updates to stakeholders. Committed to delivering high-quality results while ensuring project timelines and objectives are met.

WORK EXPERIENCE

Assistant Project Coordinator

feb / 2024-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Prepared, updated, and maintained project schedules and documentation using Microsoft Office Suite, ensuring accurate tracking of project progress.
- 2. Communicated daily project status and executed approved mitigation actions to address issues affecting project cost and schedule.
- 3. Coordinated assigned projects from inception to completion, facilitating client meetings to determine project requirements.
- 4. Prepared and issued purchase orders and coordinated equipment deliveries to maintain project flow.
- 5. Managed project quality by inspecting work performed and documenting team performance against planned
- 6. Reviewed changes affecting implementation and coordinated enterprise-wide changes for consistent outcomes.
- 7. Actively participated in user acceptance testing, serving as a subject matter expert for project-related tools.

Assistant Project Coordinator

Feb / 2023-Feb / 2024

Lakeside Apparel Co

耳 Chicago, IL

- 1. Supervised student interviewers for a research study on mental health services, ensuring accurate data collection.
- 2. Developed a training manual for interviewers, enhancing the quality of data gathered.
- 3. Negotiated function space and hotel services for events, optimizing budget allocation.
- 4. Managed meeting agendas and minutes, ensuring action items were tracked and followed up.
- 5. Designed promotional materials, effectively communicating project objectives to stakeholders.
- 6. Collaborated with team members on appraisals, gathering necessary information for comprehensive evaluations.

EDUCATION

Bachelor of Science in Project Management

Feb / 2022-Feb / 2023

University of California

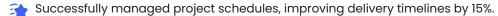
♣ Phoenix, AZ

Focused on project coordination, risk management, and stakeholder engagement.

SKILLS

Document Control Project Management Communication Skills Time Management

ACHIEVEMENTS



Facilitated client meetings, enhancing stakeholder engagement and satisfaction.

Streamlined documentation processes, reducing errors by 20%.