BENJAMIN LEE

Temporary Contingent worker

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PROFESSIONAL SUMMARY

Dynamic Temporary Contingent worker with 2 years of experience in executing diverse project tasks and optimizing team collaboration. Proficient in adapting to fast-paced environments and enhancing operational efficiency. Ready to apply my strong organizational skills and commitment to excellence in supporting project objectives and driving team success.

WORK EXPERIENCE

Temporary Contingent worker
📅 Feb / 2024-Ongoing
Pineapple Enterprises
📍 Santa Monica, CA

1. Designed and maintained project documentation to ensure compliance and clarity.
2. Collaborated with cross-functional teams to enhance project workflow and efficiency.
3. Monitored project progress and provided regular updates to stakeholders.
4. Facilitated training sessions for new team members to ensure smooth transitions.
5. Developed and implemented strategies to improve operational processes.
6. Managed inventory and supply chain logistics to optimize resource availability.
7. Ensured adherence to company policies and procedures during project execution.

Contingent worker
📅 Feb / 2023-Feb / 2024
Summit Peak Industries
📍 Denver, CO

1. Executed loading and unloading tasks efficiently using RF scanners.
2. Conducted KYC research to ensure compliance for new account setups.
3. Maintained an organized database for pending account approvals.
4. Served as a reliable contingent worker in various manufacturing environments.

EDUCATION

Bachelor of Business Administration
📅 Feb / 2022-Feb / 2023
University of Phoenix
📍 Seattle, WA

Focused on business operations and management principles.

SKILLS

Task Coordination

Office Software Proficiency

Self-motivation

Interpersonal Skills

Organizational Skills

INTERESTS

🖌 Art 🤝 Volunteering

🌲 Hiking 🧘 Yoga

STRENGTHS

🔍 Criticality   ☰ Detail-oriented

🤝 Diplomacy   ☺ Enthusiasm

LANGUAGES

English   Dutch   German

ACHIEVEMENTS

⭐ Successfully reduced project completion time by 15% through effective team coordination.

⭐ Streamlined reporting processes, enhancing data accuracy and stakeholder communication.