



MASON WILSON

IT Project Coordinator

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PROFESSIONAL SUMMARY

Accomplished IT Project Coordinator with a decade of experience in overseeing and delivering high-impact technology projects. Skilled in aligning project objectives with organizational goals, managing cross-functional teams, and enhancing operational efficiency. Committed to driving successful outcomes through strategic planning, risk management, and stakeholder engagement.

WORK EXPERIENCE

Senior IT Project Coordinator

Seaside Innovations

📅 Jan / 2018-Ongoing

📍 Santa Monica, CA

1. Developed comprehensive project plans, defining scope, timelines, and resource allocation for complex IT initiatives.
2. Prepared and presented project proposals, ensuring alignment with business goals and stakeholder expectations.
3. Monitored project progress, providing regular updates to stakeholders and adjusting plans as needed to mitigate risks.
4. Facilitated communication among team members, ensuring clarity of roles and responsibilities.
5. Managed project budgets, tracking expenditures and ensuring adherence to financial constraints.
6. Conducted post-project evaluations to identify lessons learned and areas for improvement.
7. Implemented best practices in project management, contributing to a culture of continuous improvement.

IT Project Coordinator - Applications

Summit Peak Industries

📅 Jan / 2015-Jan / 2018

📍 Denver, CO

1. Coordinated all aspects of project execution, from initiation to closure, ensuring timely delivery of results.
2. Oversaw project schedules and resource allocation, optimizing team performance and productivity.
3. Applied project management methodologies to enhance project outcomes and maintain quality standards.
4. Provided technical support and guidance to team members, troubleshooting issues as they arose.

EDUCATION

Bachelor of Science in Information Technology

University of Technology

📅 Jan / 2012 - Jan / 2015

📍 Seattle, WA

Focused on project management principles, software development, and IT infrastructure.

SKILLS

Mind Mapping and Project Planning Tools (MindManager)



Enterprise Resource Planning (ERP) Systems (SAP, Oracle)



Data Analysis and Reporting Tools (QlikView, Tableau)



IT Service Management (ITIL Certified)



Project Management



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Japanese



Polish

ACHIEVEMENTS

★ Successfully managed over 15 projects simultaneously, achieving a 95% on-time delivery rate.

★ Implemented a new project tracking system that reduced project reporting time by 30%.