

# WILLIAM PEREZ

## Project Management Assistant II

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### PROFESSIONAL SUMMARY

Resourceful Project Management Assistant with 5 years of experience in coordinating diverse projects, ensuring timely execution and stakeholder satisfaction. Proficient in process optimization, resource allocation, and team collaboration. Passionate about leveraging strong organizational skills to enhance project outcomes and contribute effectively in a dynamic work environment.

### WORK EXPERIENCE

#### Project Management Assistant II

WidgetWorks Inc.

📅 Mar / 2021-Ongoing

📍 Denver, CO

1. Facilitated training sessions for team members on project tools and methodologies.
2. Proofread and finalized construction manual and specification documents based on feedback.
3. Assisted in processing contractors' monthly payment applications and consultant invoices, ensuring timely payments.
4. Prepared and processed purchase requisitions, coordinating meetings via MS Outlook with stakeholders.
5. Supported the management of construction projects from conception to closeout, enhancing project tracking.
6. Coordinated facilities maintenance for retail stores and administrative offices, optimizing resource use.
7. Interfaced with customers to collect orders and confidential information, ensuring data integrity.

#### Project Management Assistant

Silver Lake Enterprises

📅 Mar / 2020-Mar / 2021

📍 Seattle, WA

1. Supported two IT Project Managers in implementing eight EDI projects across the Asia Pacific region for supermarket chains.
2. Ensured timely progress on individual customer integration projects, tracking assigned tasks effectively.
3. Facilitated regular virtual meetings with programmers and stakeholders, documenting agreements for clarity.
4. Assisted in troubleshooting during testing and cutover phases, ensuring smooth transitions.
5. Managed billing and budget sharing arrangements between country teams, maintaining accurate financial records.
6. Coordinated project timelines and deliverables, enhancing overall project efficiency.

### EDUCATION

#### Bachelor of Science in Project Management

University of California

📅 Mar / 2019-Mar / 2020

📍 Toronto, ON

Focused on project planning, execution, and management methodologies.

### SKILLS

Work Breakdown Structure



Presentation Development



Database Management



Project Lifecycle Knowledge



### ACHIEVEMENTS

- ★ Successfully coordinated project timelines, resulting in a 20% increase in on-time project deliveries.
- ★ Streamlined documentation processes, reducing project approval times by 30%.
- ★ Facilitated communication among cross-functional teams, enhancing project collaboration and efficiency.