Robert Smith

Senior Project Coordinator/Executive

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SUMMARY

A project planner with expertise in leading numerous projects and ensuring the delivery of projects within the time & cost parameters. Developed competency in creating the process-oriented development standards and communicating the same to the team and making standards come out in regular stages for implementation and getting it synchronized with the current architecture.

SKILLS

Office Suite, Mac OS X, Translation/Interpretation Spanish, Google Docs.

WORK EXPERIENCE

Senior Project Coordinator/Executive

ABC Corporation - April 2011 – August 2013

- Coordinating preparation of internal and external reports through gathering, analyzing and summarizing data and information from the departments.
- Assisting in the initiation, conducting and coordinating of studies and analysis on resource allocation and financial program evaluation reviews.
- Preparing presentation materials for a variety of reports covering budget status, forecast reports, and other management reports.
- Ensuring that program expenses are charged correctly and if not investigating and providing reasons for discrepancies.
- Evaluating and monitoring the performance and efficiency of programs to ensure that program implementation is on target.
- Developing, designing and establishing reporting standards for the company.
- Working on overall project planning through reporting on project schedules and deliverables.

Senior Project Coordinator

ABC Corporation - 2008 – 2011

- Complete projects independently or in collaboration with Senior Project Management officers.
- Define and maintain a project budget.
- Communicated changes to organization and project team members.
- Provide Leadership to project team members to ensure the successful completion of milestones.
- Collaborate and support other project team members as needed.
- Create and Define Project Documentation and Process.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

M.S in Agriculture and Natural Resource Economics - September 2013(Tuskegee University)

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