LIAM ANDERSON

Project Support Analyst

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🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Project Support Analyst with 7 years of experience in optimizing project workflows and enhancing collaboration across teams. Proven ability to analyze project requirements and implement effective solutions that drive efficiency. Passionate about using data-driven insights to improve operational outcomes and support organizational goals.

WORK EXPERIENCE

Project Support Analyst
Seaside Innovations

📅 May / 2020-Ongoing
📍 Santa Monica, CA

1. Manage project timelines and milestones, ensuring all deliverables are met on schedule.
2. Collaborate with cross-functional teams to gather requirements and define project scope.
3. Facilitate project meetings and document outcomes to ensure clear communication among stakeholders.
4. Utilize project management tools to track progress and report on key performance indicators.
5. Assist in budget management by monitoring expenses and resource allocation.
6. Identify risks and develop mitigation strategies to maintain project integrity.
7. Support continuous improvement initiatives to enhance project workflows and efficiency.

Support Analyst
Silver Lake Enterprises

📅 May / 2018-May / 2020
📍 Seattle, WA

1. Provided technical support and project coordination for a diverse range of clients and projects.
2. Served as a liaison between technical teams and project stakeholders to ensure alignment and clarity.
3. Administered project documentation and maintained records in compliance with organizational standards.
4. Facilitated training sessions for team members on project management best practices.
5. Supported the development of project charters and scope statements to guide project execution.
6. Monitored project deliverables and quality assurance processes to uphold standards.

EDUCATION

Bachelor of Science in Information Technology
University of Technology

📅 May / 2016-May / 2018
📍 Santa Monica, CA

Focused on project management, systems analysis, and information systems.

SKILLS

Project Documentation	Project Management Tools	Linux Support	Stakeholder Engagement

ACHIEVEMENTS

⭐ Streamlined project reporting processes, reducing time spent on updates by 30%.

⭐ Facilitated cross-departmental communication, leading to a 25% increase in project completion rates.

⭐ Implemented a project tracking system that improved task visibility and accountability among team members.