



ISABELLA CLARK


Work Coordinator

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PROFESSIONAL SUMMARY

Accomplished Work Coordinator with 7 years of experience optimizing workflow processes and enhancing operational efficiency. Demonstrated expertise in coordinating teams, managing resources, and ensuring compliance with industry standards. I am keen to apply my strategic skills to drive project success and foster collaboration within a forward-thinking organization.

WORK EXPERIENCE



Work Coordinator  Mar / 2021-Ongoing
WidgetWorks Inc.  Denver, CO

- 1. Managed the transport area, ensuring accurate data entry and system updates for operational efficiency.
- 2. Oversaw completion and proper closure of all permits, maintaining compliance with safety standards.
- 3. Coordinated with the HSE Advisor and Emergency Response Team on all high-risk activities to ensure safety protocols were followed.
- 4. Updated daily JSEAs to reflect current operational risks and safety measures.
- 5. Maintained the Permit to Work (PTW) Database, ensuring all records were accurate and up-to-date.
- 6. Facilitated communication between teams to enhance workflow and productivity.
- 7. Trained new staff on operational procedures and safety compliance.

Work Coordinator  Mar / 2018-Mar / 2021
Cactus Creek Solutions  Phoenix, AZ

- 1. Managed order completion for medical supplies, ensuring accurate delivery instructions and timely appointments.
- 2. Supervised a team of 6 employees, providing leadership and guidance to enhance team performance.
- 3. Coordinated employee work assignments and maintained effective communication with senior management.
- 4. Processed over 500 direct mail projects, ensuring accuracy and timely distribution.
- 5. Streamlined workflow processes for daily deposits, improving efficiency and accuracy in financial operations.
- 6. Oversaw the management of mail and courier work, handling over 350 pieces daily.

EDUCATION

Bachelor of Science in Business Administration  Mar / 2015 - Mar / 2018
University of Houston  Denver, CO

Focused on management principles and operational efficiency strategies.

SKILLS

Project Management Software

Time Management

Team Coordination

Networking

Change Management

Crisis Management

INTERESTS

Gaming

Fashion

Film

Technology

STRENGTHS

Fairness

Flexibility

Forward-thinking

Gratitude

LANGUAGES

English

Spanish

Dutch

ACHIEVEMENTS

- ★ Streamlined workflow processes, resulting in a 20% increase in team efficiency.
- ★ Successfully managed a project that reduced operational costs by 15% through strategic resource allocation.
- ★ Implemented a new tracking system that improved permit closure rates by 30%.