

SUMMARY:

15+ years in project and operations initiatives: coordination, administration, facilitation, cross-functional collaboration, liaison to clients & leadership: High-touch engagement and delivery to exceed objectives.

- Adaptive project management methods, principles, and best practices to navigate ambiguity and change.
- Big-picture vision for strategic frameworks and tactical problem-solving with innovations for efficiency.
- Clear, professional communication and relational savvy for effective stakeholder engagement across the spectrum of societal & cultural mores, organizational functions, and leadership levels.

STRENGTHS: Efficiency, Organization, Adaptivity, Problem-Solving, Forward-Thinking, Communication

TOOLS: MS 365, Google Suite, Adobe, Monday, Jira, and other Comm, PM, CMS, CRM, SaaS tools.

EXPERIENCE:

Project Support & Coordination, Contract-Consultant 2018 – Current

- Successfully completed and presented dozens of project deliverables across a range of project initiatives in tertiary and quaternary sectors including entrepreneurial, corporate, and state government agencies.
- Facilitated project progress through the life cycle from concept to completion: Initiating, planning, execution, monitoring and controlling, and closure – from contract/SOW to lessons learned.
- Enhanced efficiencies for project/O&M productivity by streamlining processes.
- Skillfully navigated ambiguity with high-touch stakeholder engagement catering to client needs and communicating those to leadership and cross-functional teams to maximize value delivery.
- Gained stakeholder trust through transparent, frequent communication and highly attuned engagement.

Function/Client: **Operations Asset Coordinator**, Contract-Startup (2020–2024)

- Designed digital asset enhancements to host platforms of boutique real estate & development companies.
- Maintained, tracked, documented, and reported project status and changes to components.
- Developed administrative frameworks to structure collaboration, distribution, and archives of assets.
- Planned, monitored & controlled, and managed project contracts, budgets, timelines, and scope.

Function/Client: **PMO Administrator**, Contract-Deloitte Consulting (2024)

- Coordinated project initiatives in 4 civil state agencies for operational and technical enhancements.
- Managed payment milestone progress and completion for client invoicing & billing.
- Facilitated meetings and project presentations with project owners, sponsors, and leadership for RAID item transparency, and change order/control memo developments to identify and prioritize urgencies.
- Managed and distributed confidential project data and QC'd status reports and deliverables.

Function/Client: **Project Coordinator** – Contract-LUNSETH Organics (formerly Organic Bob, LLC) (2023)

- Planned, coordinated, and delivered 150+ successful installation projects from concept to completion.
- Mitigated roadblocks and strategized contingencies with leadership for adaptive, proactive solutions.
- Managed expectations by creating trust, experiential value, and loyalty with outstanding customer service.
- Led weekly cross-functional meetings to address project BOM, resource requirements and timelines.
- Profitability: Created and maintained complex spreadsheets tracking and tracing cost/benefit, profits and losses, resource expenses, and budgets for each project in bi-weekly analyses with senior management.

EDUCATION: Bachelor's Degree – NSCAD University

CERTIFICATIONS: PMI Project Management Professional (PMP®)

INTERNATIONAL:

Contracts across the United States, Mexico, Canada, the European Union, the United Kingdom, and China.

Languages: English – Native, Spanish – A2