**Jan Mason**

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**OBJECTIVE:**Seeking a position as a Project Coordinator with Lead Works utilizing extraordinary skills in strategic project coordination in order to bring about project fruition.

**KEY QUALIFICATIONS**

• Three years of functional experience in project coordination  
• Profound ability to interface and coordinate project scopes  
• Highly experienced in tracking and reporting on specific projects and assumed deadlines

**RELEVANT SKILLS**

• Strong project management skills  
• Demonstrated ability to research and consolidate information  
• Ability to maintain confidential information  
• Exceptional communication skills

**ACCOMPLISHMENTS**

• Broadened the scope of Project Xpyre by bringing in prudent research material  
• Accomplished fruition of three projects simultaneously by incorporating best practices

**EMPLOYMENT HISTORY**

TransPerfect – Denver, Colorado                                                     2009 – Present  
**Project Coordinator**

• Assist with planning projects  
• Assist with project documentation  
• Ensure all commitments are met in accordance to the goals and objectives of the project  
• Assist with project closure activities  
• Coordinate all relevant departments’ activities to ensure smooth flow

Medtronic – Denver, Colorado                                             2008 – 2009  
**Project Assistant**  
Performed general administrative and office support duties:

• Kept and maintained project files  
• Generated monthly progress reports  
• Oversaw tracking system for projects  
• Answered phones and directed calls  
• Made PowerPoint presentations

**EDUCATION**

University of Colorado, Boulder - Boulder, CO, 2007  
BBA