
ANJI ISMAIL

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Summary

Offering excellent multi-tasking and communication skills to coordinate multiple, concurrent projects with competing demands. Ability to make sound decisions in high-pressure settings and utilize analytical problem-solving skills to troubleshoot and resolve issues. Articulate communicator with strong customer service skills.

Skills

- Team coordination
 - Documentation expertise
 - PowerPoint presentations
 - Schedule oversight
 - Project oversight
 - Personnel management
 - Prioritization
 - Performance updates
 - Oral and written communication
 - Program implementation
 - analytical skills
 - Peer training
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Experience

OrangePeople

Project Coordinator, Facebook (Contractor)

08/2019 to 12/2019

Global Security System Technology-

Menlo Park, CA

- Oversaw project procurement management
- Worked with project manager to help FastTrack projects and eliminate blockers
- Used tools to monitor plans and expenditures
- Assigned tasks to internal team and assisted with schedule management
- Coordinated project management activities, resources, equipment and information

Project Coordinator

11/2018 to 08/2019

NetServ LLC

San Francisco, CA

- Maintained project schedules by managing deadlines and adjusting workflow as needed
- Documented all hours and budget expenses to keep projects on task
- Prioritized needs and delegated assignments in order to handle multiple projects simultaneously
- Oversaw the technical team's progress on every aspect of the project
- Oversaw all major migration projects for office users, in alignment with budget and time constraints
- Defined project scope and value proposition by outlining work plans, assessing needs and resources, determining timeline and estimating budgets
- Provided strong program leadership to improve development and drive continuous improvement of project delivery process
- Executed proof of concept implementations to validate product feasibility
- Maintained open and effective communications with project teams through stand-up meetings to increase productivity
- Kept project teams on-task with proactive control of budgets, schedules and scopes

**Academic Administrative Analyst
UCSF Cardiology**

**08/2017 to 12/2018
San Francisco, CA**

- Coordinated domestic and international travel for staff, including all hotel and transportation needs
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists
- Controlled and managed document processes by reviewing files, records and critical information to confirm accuracy and ensure compliance with company policies and procedures
- Communicated with vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management
- Processed and tracked employee time sheets and submitted to accounting department for payroll processing, facilitating timely and accurate payments
- Managed conference calls by documenting participant details and preparing audio recordings for future reference
- Wrote email messages, memos and business letters for management and proofread all documentation to provide error-free correspondence
- Coordinated project materials, including managing physical and digital files, monitoring spreadsheets and updating reports
- Monitored and tracked project performance data with Excel spreadsheets to generate reports and keep management informed of important trends
- Coordinated daily and weekly schedules and monthly calendar obligations for six Cardiologist
- Coordinated troubleshooting, maintenance and updates for office systems, including computers, hardware and software
- Successfully planned and executed corporate meetings, lunches and special events for groups of 12+ employees

**Executive Assistant / AA
Edelman**

**11/2016 to 08/2017
San Francisco, CA**

- Coordinated in-house meetings, including conference room set-up Maintained client files, contacts database and record keeping
- Investigated issues and problems and drafted responses to urgent requests
- Coordinated senior executive travel accommodations and schedules for 12+ personnel
- Coordinated customer facing webinars, including developing relationships with vendors, tracking customer attendance and post-webinar follow-up
- Wrote and distributed executive meeting agendas and minutes to department heads and executive team members
- Scheduled conferences and all associated travel arrangements, including hotel, airfare and ground transportation
- Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline business operations
- Coordinated meeting and event logistics for senior management, including executives and board of director

**Investment Analyst / Administrative Support Officer
Australian Consulate**

**11/2014 to 10/2015
San Francisco, CA**

- Compiled and disseminated Silicon Valley start-up industry trends and economic movement information to Australian Trade Commission team
- Researched and compiled detailed analysis of start-up companies interested in expanding to international markets Created and managed travel itineraries and agendas for high level international visitors

- Disseminated updates in a timely manner as needed Lead Project Manager for ad hoc research and analysis reporting
- Responsible for project progress documentation and schedule updates
- Managed various administrative projects with changing deadlines and priorities for the Australian Consular Office, including preparing and reviewing confidential passport documentation
- Answered multi-line phone system and directed clients to appropriate staff for Consulate inquiries
- Reconciled daily accounts receivable in internal accounting system Responsible for managing incoming cash flow process, including receiving client payments, documenting transactions, and depositing daily cash payments into organization's bank account
- Researched market trends and developed strategies to capitalize on emerging opportunities
- Kept close eye on financial and operational performance of investment funds to maintain portfolio targets

Office Manager

07/2010 to 07/2015

BASE Energy, Inc.

San Francisco, CA

- Lead the development of two large marketing campaigns between BASE Energy and local education and utility firm, staying under budget and meeting target goals
- Established strong relationships with the executive team, including Founder and CEO Coordinated all domestic travel arrangements for all Engineering team
- Managed company purchase order, payment, and expense reporting process Created, organized, and updated files, correspondence, charts and reports for the team Drafted and distributed HR documents to Engineering team
- Led the development and implementation of a highly effective organizational filing and reporting systems for tracking expenses and accounts receivable/payable
- Coordinated office activities and operations to secure efficiency and compliance with company policies
- Streamlined back office services for clients to promote proper functionality and positive user experience
- Served as main point of contact for outside vendors
- Ensured that all operations met federal and state laws
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices
- Elevated productivity initiatives and managed presidential calendar, including coordinating itinerary and scheduling appointments

Marketing/Office Coordinator

06/2009 to 12/2012

Industrial Assessment Center/School of Engineering

San Francisco, CA

- Monitored and maintained department's marketing budget Identified target markets efficiently, increasing the client base by 50% within first six months of employment
- Managed all phases of direct mail projects, including print operations and mailing process
- Recruited and guided vendors Drafted creative copies for brochures Motivated and created a positive work environment amongst staff to ensure high morale and team efficiency
- Collaborated with team to facilitate weekly office meetings
- Managed department calendars, schedules, and inbox Developed and improved customer (vendors) relationships
- Responded to high-volume of emails and answered all incoming calls
- Directed market planning and researched and identified new business opportunities
- Recommended changes to products to enhance customer interest and boost sales numbers

Education and Training

Master of Arts: Humanities, Philosophy

San Francisco State University (SFSU)

2013

San Francisco, MA

Bachelor of Arts: Psychology

San Francisco State University (SFSU)

2007

San Francisco, CA