

Kevin Chen

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Objective: Results-driven professional with a strong background in project coordination, seeking a challenging role to leverage my organizational skills and ability to drive successful project outcomes in a dynamic work environment.

Work Experience:

IT Project Coordinator

NYU Langone Health / Venn Health Partners - New York, NY

September 2022 to Present

- Collaborate with Project Managers to ensure comprehensive documentation of project information, including changes, action items, issues, risks, and decisions.
- Prepare and update project schedules and create meeting materials such as agendas and meeting minutes.
- Generate weekly project status reports and other relevant reports.
- Engage with project stakeholders as necessary to facilitate smooth project execution.
- Maintain a well-organized document repository for all project-related materials.
- Contribute to enhancing and updating framework standards, documentation templates, and process frameworks.
- Actively participate in process improvement initiatives within the Enterprise Project Management Office (EPMO).
- Analyze and provide effective solutions for project issues and risks.

Project Coordinator

GREENLEAF SOLAR - East Setauket, NY

January 2022 to September 2022

- Communicated with Engineers to develop Solar Plans and necessary documents for town permitting, adhering to all relevant codes and safety standards.

- Collaborated with clients to create Solar PV layouts based on site inspections and electrical line diagrams using the Zoho CRM platform.
- Prepared professional solar reports and proposals for clients through email and phone communication.
- Facilitated a smooth transition with PSEG LIPA for GreenLeaf Solar clients to ensure seamless net metering installation for solar production monitoring.
- Managed client finances and guided them through bank stipulations for successful installation of solar PV systems.
- Coordinated supply and logistics ordering with solar distributors to maintain a steady supply of materials for installation teams.

Lean Process Improvement Lead

Stony Brook University - Stony Brook, NY

August 2021 to May 2022

- Led a team of students in identifying waste and inefficiencies within campus businesses.
- Assigned tasks to team members to improve working conditions and provide efficient resolutions for various departments and businesses.
- Obtained Lean Six Sigma Black Belt Certification.
- Significantly improved efficiency for the Science and Society Department Advisors, reducing advising time from 1 hour to 15 minutes per student session.
- Identified and resolved core issues within Stony Brook's Central Mailing Division, leading to a 33% cost reduction in mailing.

Education:

Bachelors of Science, Technology Systems Management / Informational Systems

Stony Brook University, Stony Brook, NY,

Graduation Date: May 2022

Skills:

- Project Coordination and Management
- Excel PowerBi
- Stakeholder Communication

- Process Improvement
- CRM Platforms (Zoho, etc.)
- Team Leadership and Supervision
- Lean Six Sigma Methodology
- Microsoft Office Suite
- Logistics and Supply Management
- Data Analysis and Interpretation
- Conflict Resolution and Problem-Solving
- Time Management and Prioritization
- Budgeting and Cost Control
- Database Analytics (Epic)