

Kevin Chen

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Objective: Detail-oriented IT Project Coordinator with experience in project administration, scheduling, stakeholder communication, and cloud infrastructure projects. Skilled in managing cross-functional teams, tracking project performance, and ensuring quality control. Seeking a role where I can leverage my expertise in project management, documentation, and process improvement to support organizational success.

Work Experience:

IT Project Coordinator

Davis Polk & Wardwell LLP

March 2024 to Current

Responsibilities:

- Work alongside **Project Managers and Program Managers** on various project activities, including **updating project plans, scheduling meetings, and preparing executive materials**.
- Schedule and conduct regular meetings, recording key decisions, assigned tasks, and next steps.
- Manage meeting minutes, document action items, and ensure timely follow-ups.
- **Prepare and maintain documentation** for internal teams and stakeholders.
- **Monitor and track project progress**, proactively identifying and addressing potential issues, and escalating concerns to leadership.
- Ensure **quality control** to confirm deliverables meet business requirements.
- **Measure and report on project performance**, including scope, budget, and timeline tracking.
- Serve as the **backup point of contact** for project participants in coordination with the Project Manager.
- Support **cloud migration initiatives**, including **Exchange Online, SharePoint, and IT infrastructure projects**.

- Assist in **process documentation and workflow improvements** to streamline IT operations.

Project Coordinator

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

September 2022 to March 2024

- 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 / Information Systems

Stony Brook University, Stony Brook, NY,

Graduation Date: May 2022

Skills:

Project Management Tools:

- Project Insight, MS SharePoint,

Process Workflow:

- Proficient in Microsoft Visio / Lucid Charts for creating flowcharts and process diagrams (eg. BPMN Flow)

Documentation & Reporting:

- Technical documentation, meeting minutes, and scheduling
- Measuring, tracking, and reporting on project performance (scope, budget, timeline)

Microsoft Office Suite:

- Advanced skills in Word, Excel, and PowerPoint

Project Coordination & Communication:

- Strong organizational and time management skills
- Effective stakeholder communication and coordination