

# Roseline Dangazela

## Project Administrator (IT Projects)

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### Professional Summary

Detail-oriented Project Administrator with experience supporting IT and technology-focused projects. Skilled in coordinating schedules, tracking tasks, maintaining project documentation, and communicating with technical teams, vendors, and stakeholders. Familiar with MSP-style environments, infrastructure projects, and cloud initiatives. Seeking to grow into a Project Coordinator or Junior Project Manager role within Managed IT Services.

### Core Skills

- IT Project Administration
- Project Scheduling & Coordination
- Task, Risk & Deadline Tracking
- Project Documentation & Reporting
- Stakeholder & Vendor Communication
- Agile, Waterfall & Scrum Exposure
- Infrastructure & Cloud Project Support
- Microsoft Excel, Word, Outlook
- Meeting Coordination & Minutes
- Project Handover & Close-Out Support

### Professional Experience

#### Project & IT Administration Support

*Academic & Technology Projects | Remote*

2022 – Present

- Coordinated schedules, meetings, and follow-ups for IT and technology-driven projects.
- Tracked project tasks, milestones, risks, and dependencies across multiple workstreams.
- Maintained accurate project documentation including status reports, task logs, and sign-off records.
- Communicated project updates with technical teams, non-technical stakeholders, and external vendors.
- Supported approvals, handovers, and project close-out documentation.
- Assisted with infrastructure and cloud-related initiatives in structured project environments.

#### Junior IT & Operations Support

*University & Independent Projects*

- Supported IT initiatives involving cloud tools, system configuration, and documentation control.
- Used Excel to manage task lists, schedules, risks, and reporting dashboards.
- Assisted with vendor-style coordination, requirements tracking, and action follow-ups.
- Ensured documentation accuracy and version control throughout project lifecycles.

### Education

#### Bachelor of Computer Science

University of the People, California, USA

2022 – Present

## **Relevant Coursework**

- Project Management
- Information Systems
- Cloud Computing
- Software Engineering
- Database Systems

## **Technical Exposure**

- IT Infrastructure Fundamentals
- Cloud Concepts (Microsoft 365, Azure – foundational)
- Project Management Methodologies
- Documentation & Reporting Standards

## **Professional Attributes**

- Highly organised with strong attention to detail
- Clear and professional communicator
- Ability to manage multiple priorities under pressure
- Reliable, proactive, and process-driven
- Strong interest in IT project delivery within MSP environments

## **Career Objective**

To grow within a Managed IT Services Provider as a Project Administrator, gaining hands-on exposure to infrastructure and cloud projects while progressing toward a Project Coordinator or Junior Project Manager role.