

SHERWIN JOSEPH

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PROJECT COORDINATOR

Dynamic professional with a master's in business administration specializing in Project Management and a Certified Associate in Project Management (CAPM) credential. Skilled in Microsoft Office 365, Agile, and Waterfall methodologies, with proficiency in project management applications Jira and Project Libra. Proven track record in academic counseling roles, demonstrating an ability to streamline processes, manage risks, and foster client relationships. I am eager to leverage my education and skills to support project success through efficient coordination, meticulous organization, and proactive communication.

SKILLS & ACCOMPLISHMENTS

- Earned the CAPM credential from the Project Management Institute (PMI), demonstrating proficiency in project management principles and methodologies.
- Exhibits outstanding leadership skills as the team lead for MBA group projects, adeptly managing conflicts and effectively coordinating team efforts.
- Developed and implemented student orientation programs using agile methodologies, resulting in measurable academic performance and satisfaction improvements.
- Supported project management initiatives as an Academic Counselor at Avodha Edu Tech, ensuring academic success and satisfaction for students through guidance and contributing to sales growth of 5% during the same period while delivering inventive resolutions.
- Facilitated effective communication between students and faculty to address concerns and improve academic experiences, resulting in a 15% increase in client satisfaction ratings.
- Prepared financial statements and reports for analysis and decision-making, contributing to informed financial management and strategic planning.
- Utilized project-oriented learning skills to streamline financial processes and implement cost-saving measures, resulting in improved efficiency and accuracy in financial operations.

CORE COMPETENCIES

Agile and Scrum Methodologies | Microsoft Office 365 | Microsoft Project | Project Libra | Jira | Asana | Cross-Functional | Collaboration | Sprint Planning | Project Coordination | Critical Thinking | Team Leadership | Problem Solving | Interpersonal Skills | Information Technology | Scope Management | Time Management | Validate Scope | Backlog Management | Communication skills

EXPERIENCE

PREP-COOK | Whitespot Restaurant, Burnaby, B.C

12/2023 – Current

- Facilitate training and mentorship sessions for new team members, equipping them with essential skills and knowledge for various stations.
- Foster a collaborative work environment by promoting effective communication and teamwork among project co-workers.
- Constrain daily operations and advancements to documentation, guaranteeing thorough records for retrospect and analysis.
- Demonstrated effective multitasking skills in a fast-paced environment, managing multiple food preparation tasks simultaneously.

MERCHANDISER | Shoppers Drug Mart, Richmond, B.C

06/2023 – 05/2024

- Assist in coordinating promotional events and campaigns, contributing to increased customer engagement and sales.
- Successfully execute inventory management tracking systems, ensuring optimal stock levels to satisfy customer demand while minimizing surplus inventory.
- Leverage sales by increasing the probability that products will be noticed by customers through the implementation of strategic placement and display methods.
- Provide excellent customer service through personalized assistance and attentive communication, ensuring a positive shopping experience for all customers.
- Supervise adherence to organizational policies and regulatory standards by facilitating audits and maintaining accurate records.

ACADEMIC COUNSELOR | Avodha Edu Tech, Kerala, India

08/2022- 12/2022

- Coordinate communication between students and faculty to address concerns and enhance academic experiences seamlessly.
- Took initiative in developing and implementing student success programs, leading to improved academic performance. Raised awareness and presented various offerings, of IT, language, and self-development programs with career guidance.
- Led planning and coordination of academic counseling initiatives, encompassing online and offline sessions, as well as presentations for students and faculty, to ensure alignment with organizational goals and timelines.
- Collaborated with stakeholders to identify student needs and requirements, driving the development of effective support strategies.
- Assisted in the implementation of academic projects, contributing to the overall success of the academic counseling department.

ACCOUNTANT | Cyberpark, Vaikom, India

10/2020-12/2021

- Planned and executed financial projects, ensuring compliance with regulatory standards and deadlines.
- Collaborated with cross-functional teams to gather financial data and provide insights for project planning and decision-making.
- Prepared financial statements and reports for analysis and decision-making.
- Assisted in the development and implementation of financial policies and procedures, contributing to the overall financial health of the organization.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)-PROJECT MANAGEMENT | University Canada West, BC
BACHELOR OF COMMERCE (BCOM) | Mahatma Gandhi University (MGU), Kerala, India.

(06/2024)
2020

CERTIFICATION

- **CAPM (Certified Associate in Project Management), Project Management Institute (PMI)**

2024