

SHERWIN JOSEPH

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PROJECT COORDINATOR

Results-oriented Project Coordinator with a Master of Business Administration in Project Management, CSPO (Certified Scrum Product Owner), and CAPM (Certified Associate of Project Management) certifications. Proficient in Agile and Waterfall methodologies, with hands-on experience in Microsoft Office 365, Jira, and Project Libra. Skilled in coordinating project activities, developing strategic plans, and collaborating with cross-functional teams to ensure successful project execution. Recognized for exceptional leadership, problem-solving abilities, and dedication to achieving project objectives. Eager to apply project coordination and management expertise to drive efficiency, streamline processes, and deliver outstanding results.

SKILLS & ACCOMPLISHMENTS

- Earned the CAPM and CSPO credentials from the Project Management Institute (PMI) and Scrum Alliance, demonstrating proficiency in project management and product ownership 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, achieving measurable academic performance, and improving satisfaction.
- 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.
- Achieved "Employee of the Month" four times for exceptional performance, leadership, and dedication, highlighting commitment to excellence.
- Led market research and client engagement efforts, driving a fivefold increase in monthly sales and enhancing customer satisfaction.
- Implemented automated mixing machines and equipment, alongside ingredient usage charts, leading to a 12% reduction in resource wastage and improved product quality.

CORE COMPETENCIES

Agile and Scrum Methodologies | Microsoft Office 365 | Microsoft Project | Project Libra | Jira | Asana | Monday.com | Work Ethic | Project Coordination | Critical Thinking | Team Leadership | Problem Solving | Interpersonal Skills | Backlog Management

EXPERIENCE

PREP-COOK | Whitespot Restaurant, Burnaby, B.C (Part-Time)

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.

- Serving as the primary liaison between production, distribution, and management teams, ensuring seamless coordination and execution of cake-baking and selling projects.
- Developing and implementing strategic plans aimed at optimizing production efficiency, streamlining distribution processes, and enhancing overall project performance.
- Collaborating with cross-functional teams to identify project requirements, allocate resources effectively, and meet project objectives within established timelines and budgets.
- Implemented innovative ideas and technologies in cake baking, such as automated mixing machines and baking equipment, along with ingredient usage charts to avoid waste of food resources, resulting in a 12% reduction in resource wastage and improved efficiency, product quality, and customer satisfaction.
- Lead market research and client engagement, optimizing production and distribution processes, enhancing product offerings, and collaborating with online food delivery apps. Achieved a 5x increase in monthly sales while reducing costs and distribution timelines, enhancing customer satisfaction.
- Received the "Employee of the Month" award four times in recognition of outstanding performance, dedication, and contributions to the success of projects at Tummy Time, demonstrating commitment to excellence and leadership in project coordination and management.

- 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.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)-PROJECT MANAGEMENT | University Canada West, BC

(06/2024)

BACHELOR OF COMMERCE (BCOM) | Mahatma Gandhi University (MGU), Kerala, India.

2020

CERTIFICATION

- CSPO (Certified Scrum Product Owner), Scrum Alliance2024
- CAPM (Certified Associate in Project Management), Project Management Institute (PMI)2024
- Certified Digital Marketing Essential | Digital Marketing Institute, Canada2023