

Rembrand Paul Pardo

Office Specialist | Executive Assistant | Executive Office Manager | Administrative Coordinator
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Organized and proactive Office Specialist and Executive Assistant with experience in administrative coordination, project management, and team support. Proven track record in enhancing operational efficiency and implementing effective office procedures.

Experience

Nebula, Provo

Project Manager

08/2023 - Present

- Coordinated and led high-impact meetings, ensuring clear communication channels and efficient information gathering, resulting in a 20% improvement in team productivity.
- Implemented Agile methodologies and facilitated stand-up meetings and sprints, enhancing project efficiency and collaboration by 30%.
- Managed complex schedules and project timelines using Jira and MS Project, successfully keeping all projects on track and within deadlines.
- Developed and maintained detailed project plans, tracking progress, and allocating resources efficiently, leading to a 25% increase in project completion rates.
- Analyzed data and user input to guide strategic decisions, ensuring alignment with project goals and improving user satisfaction by 15%.

FamilySearch.org, Lehi

Software Development Engineer in Test

04/2023 - 12/2023

- Developed and implemented automated test frameworks using JavaScript and Webdriverio, increasing test efficiency by 30%.
- Created automation scripts that reduced manual testing effort by 50%, saving approximately 20 hours weekly.
- Designed, wrote, and maintained automated test scripts for web applications, covering various functional areas and user scenarios.
- Developed and executed comprehensive test plans, test cases, and test scripts to validate software functionality and performance, ensuring rigorous quality standards.
- Collaborated with cross-functional teams to resolve over 100 software defects, enhancing product stability by 25% and improving overall user experience.

Pico Labs, Provo

Software Engineer

08/2022 - 05/2023

- Collaborated with engineers, testers, and stakeholders to align project objectives with business goals.
- Documented integration processes and architectural decisions, improving operational efficiency.
- Identified and mitigated project dependencies and risks, ensuring successful outcomes.
- Conducted testing and debugging, reducing project errors by 25%.
- Maintained regular updates with clients and stakeholders, ensuring satisfaction with project progress.

Brigham Young University, Provo

Concession Stand Manager

04/2019 - 12/2019

- Implemented sales strategies that increased average order value by 15%, actively engaging with customers to promote and upsell concession items.
- Produced detailed cash and sales reports, enhancing financial transparency and supporting timely bookkeeping tasks.
- Orchestrated logistics for event operations, optimizing workflow efficiency and minimizing wait times for customers during peak periods.
- Led a dedicated team during high-traffic events, achieving a 20% reduction in customer wait times through effective coordination and support.

Salt Lake Community College, Salt Lake City

Recruitment Specialist

05/2017 – 05/2018

- Managed communication channels, handling in-person interactions, phone calls, and emails, ensuring efficient and effective office operations.
- Led recruitment and onboarding efforts, streamlining processes and enhancing team quality by 20%.
- Organized and delivered training programs, boosting employee productivity and contributing to organizational growth.
- Oversaw performance management, including goal setting, evaluations, and career development, fostering a high-performance culture.
- Coordinated administrative tasks, supporting HR manager, and improving workflow and efficiency.

Universitat Politècnica de Catalunya, Barcelona

Administrative Office Specialist

09/2014 – 08/2015

- Improved office workflow by 20% through efficient management strategies.
- Implemented efficient office management strategies that improved workflow by 20%, ensuring tasks were prioritized and executed promptly.
- Served as a key point of contact for internal and external inquiries, providing courteous and effective assistance, enhancing stakeholder satisfaction.
- Produced high-quality reports and presentations with strong attention to detail.

Education

Bachelor of Science in Computer Science, Provo

Brigham Young University

09/2019 – 04/2023

- Emphasis in Software Engineering and Business
- Minor in Math
- GPA 3.75

Associates of Science in Business Management, Salt Lake City

Salt Lake Community College

09/2017 – 04/2019

- GPA 3.86 (high honors)
- Member of Phi Theta Kappa Honor Society (maintained 3.50 GPA throughout all semesters)

Volunteering Experience

The Church of Jesus Christ of Latter-day Saints, Malaga

Volunteer Representative

09/2012 – 08/2014

- Led monthly training meetings to instruct 40+ volunteers on organizational goals and leadership.
- Oversaw volunteer work in 7 major cities throughout Spain.
- Conducted regular interviews to assess performance, track statistics, and ensure organizational goals.
- Carried a 90+ hour weekly schedule for 24 months.

Skills

- **Proficient:** Automation, Algorithms, Testing, Java, JavaScript, CSS, Webdriverio, Selenium, Sauce Labs, Leadership, Problem-solving, Microsoft Office, Adobe, Statistics, Team management, Data Analysis, Account management, Project management, Network Administration, Interpersonal skills.
- **Moderate:** Python, Next.js, React.js, Marketing, Marketing management, Product promotion, Splunk, SQL, Adobe analytics, Sales
- **Beginner:** AI, Google Ads, Social Media Ads, Legal assistance, Embedded technologies

Certifications

Project Resource Management (*LinkedIn*)

03/2024 – Present

Business Analysis for Project Managers (*LinkedIn*)

04/2024 – Present

Business Analytics: Marketing Data (*LinkedIn*)

04/2024 – Present

Business Development: Strategic Planning (*LinkedIn*)

05/2024 – Present

Core Executive Office Manager Skills (*LinkedIn*)

05/2024 – Present