IT Project Management Coordinator IT Project Management Coordinator IT Project Management Coordinator - Moody's Corporation New York, NY Authorized to work in the US for any employer

Work Experience

IT Project Management Coordinator
Moody's Corporation - New York, NY
February 2018 to Present

Consultant, providing project coordination and support for the End User Services Technology Project Team.

- Document and consolidate technology project plans
- Main contact for all Refresh project related inquiries in the US and London
- Schedule, track, and facilitate users and TSAs in the US and London
- Collect, validate, and compile information and materials for Refresh project
- Survey and track users feedback on Refresh experience weekly
- Coordinate logistical aspects of recurring survey trends
- Conduct SCRUM meetings with TSAs twice a week
- Assist TSA's with data migrations and new PC setup
- Survey and track IT users experience with ServiceNow weekly
- Maintain the Program SharePoint repository for Refresh project
- Tech group meeting scheduling and meeting minutes
- Create and track ServiceNow tickets
- Miscellaneous ad-hoc tasks

IT Project Management Coordinator
BNYMellon/Pershing, LLC
May 2017 to November 2017

Consultant, providing project coordination and support.

- Created and maintained the main onboarding hub using Confluence which is used by all new hires and managers in the US and India
- Provided analysis of project budgets and resource allocations
- Scheduled, coordinated and facilitated project meetings, video conferences, appointments, conference rooms and interviews
- Created new and updated existing organizational charts using Excel and/or PowerPoint
- Executed queries and run reports to meet ad-hoc and standard data requests
- Collected, validated, and compiled information and materials for reports, budgets, and projects
- Created detailed meeting minutes, action items and agendas
- Distributed materials and follow up on project reports and action plans
- Coordinated logistical aspects of recurring meetings
- Created/edited Word documents, Excel projects, public/private Confluence pages and PowerPoints for Project Managers and Managing Director
- Researched sources to gather requested information
- Miscellaneous ad-hoc tasks

HR Project Manager
Bond Street Group, LLC - New York, NY
June 2014 to May 2017

Consultant, providing project coordination and support during summer and/or winter breaks. Full-time as of May 2016

- Utilized MS Project to outline and track project plans

Worked with the IT consultant base to prepare project timelines; on boarding; off boarding and follow-up   Recruited (sourced, interviewed, and qualified) candidates in mass quantities during open house events for large clients (King Teleservices and Food Bank) and coordinated with Recruiters to manage project logistics   Collected, validated, and compiled information and materials for reports, budgets, and recruiting projects   Created and edited Word documents, Excel projects and PowerPoint presentations for Recruiters, Office Manager and the COO   Acted as point person for all technology related support (infrastructure, software, hardware, applications)   Scheduled and coordinated appointments, conference rooms, training/testing sessions, recruiting events and interviews   Managed project plans around Applicant Tracking Systems (ATS) optimizing database   Responsible for ensuring I-9 & W-4 compliance; E-Verifying and performing background checks Education Bachelor of Science in Health Science/Information Technology in Health Science/Information Technology University of South Florida December 2016 Skills PROJECT PLANS, SHAREPOINT, TABLEAU, INTERNET EXPLORER, MOZILLA, estimating, scheduling, budgeting Additional Information AREAS OF EXPERTISE   Project Coordinator - scheduling; project plans; meeting minutes; agendas   Technical Support - infrastructure; hardware; software; applications   Microsoft Word, Excel (pivot tablbes, vLookup, etc.), Outlook, PowerPoint, Access, Publisher, Visio, OneNote; Filezilla; HTML; SharePoint; Symphony; Project Portfolio Management; Tableau; Adobe Acrobat Pro; Social Media (Facebook, Twitter, Instagram, LinkedIn) Types 55 WPM   Applicant Tracking Systems: TKO & JobDiva   JIRA Software: Confluence   Internet Research: Internet Explorer, Mozilla Firefox, Safari, Google Chrome   Strong planner and problem solver who readily adapts to change

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