

Contract Project Coordinator Contract Project Coordinator Work Experience Contract Project Coordinator August 2013 to Present IT Project Coordinator Steel Partners January 2019 to April 2019 Provided strategic operational and administrative support to IT project managers and the CIO. Coordinated a high-level view of the project details, milestone and statuses via Asana. Assisted with billing, time and expense tracking via Excel reports. Gathered content, edited and created PowerPoint presentations for national meetings. Created meeting agendas, documented minutes, logged action items, and risks. Managed arrangements for special meetings and trainings, including securing speaker contracts. IT & Operations Project Coordinator Northern Trust July 2018 to October 2018 Provided the IT Program Manager with administrative support for project documentation, status tracking and communications via SharePoint and Microsoft Project. Tracked vendors and invoices and created reports for the Finance Department. Documented forecasting contractor hours and tracked completed hours on a monthly basis. Facilitated and recorded minutes for virtual meetings with team members and matrix partners. Managed schedule changes, task listing, deliverables collection and weekly status updates. Documented and followed-up on action items and decisions from meetings. Communicated project changes, processed change requests and recorded the resolutions. IT & Operations Project Coordinator BMO Harris - Toronto, ON August 2017 to February 2018 Functioned as an IT Department office manager, and provided IT Executive support in the Chicago office for executives and a team located in Toronto. Managed training, travel, event planning, invoicing, meeting management, and ticket escalations. Reconciled the department budget for YTD spend, budget to actual and invoice tracking. Developed SharePoint sites to house deliverables, documentation and project decisions. Prepared meeting materials, including agendas, PowerPoint presentations and reports. Project Coordinator for Infrastructure Support Discover Card January 2017 to May 2017 Administrative tasks included supporting a V.P. of Infrastructure, planning large meetings and events, communications, meeting scheduling, updating agendas, recording minutes and action item follow-up. Coordinated training, project task and milestone tracking for a SharePoint upgrade, a Windows 10 upgrade and an email security vendor change. Managed preparing project

documents, Excel reports, PowerPoint presentations and status reports. Project Coordinator Byline Bank July 2016 to December 2016 Maintained the project schedule and issue log for the CIO, V.P. and Program Managers. Managed the extensive plan list, vendor management, invoicing and ordering computers. Created and maintained SharePoint pages and sites, including document libraries and links. Process Manager Capital One Financial September 2015 to May 2016 Streamlined operational efficiencies and communications with the internal creative review process resulting in a one-week approval process. Managed the development team schedules, work plan updates, issue logs, repositories and backlog. Coordinated the team activities to develop a unified online application form for 8 hosted credit cards. Assisted with testing the functionality for mobile versions of the 8 hosted credit card sites. Project Coordinator/ Manager United Airlines - Chicago, IL August 2013 to December 2014 Oversaw the approval process and hosted weekly calls with the PMO for network changes. Kept the PMO apprised of the IT Operations progress with merging two large SharePoint sites. Facilitated daily huddles for installing new hardware at five airport locations. Added tasks to the project plan and schedule for a nation-wide hardware upgrade project. Oversaw PM compliance for all PMO methodology, governance, documentation and process. Liaison Northern Trust 2008 to 2011 with the PMO on developing and implementing SharePoint for sales and marketing. Created and published content for multiple departments on an internal portal. Assisted the Program Manager with internal communications for an Outlook email upgrade. Web Content Manager & Editor CDW Computers - Vernon Hills, IL 2001 to 2008 Moved intranet content from HTML pages to a major SharePoint site. Provided administrative support to IT management with scheduling meetings, recording minutes, and tracking progress on the portfolio of projects. Content writer and web editor for product specials, service offerings and internal communications. Education B.S. in Education in business Northern Illinois University

Name: Karen Dickson

Email: sandrarose@example.com

Phone: 001-395-824-0096x46402