

Project Coordinator Project Coordinator Project Coordinator - SIEMENS HEALTHINEERS New Rochelle, NY Work Experience Project Coordinator SIEMENS HEALTHINEERS - Tarrytown, NY October 2018 to Present Assiduously supports project team; managing and monitoring various multimillion-dollar data projects related to Cold Chain packaging performance within the Global Transportation Division by managing data into Excel, PowerPoint and SharePoint. Coherently reports weekly and ensures high quality and on-time completion of deliverables for executive management are documented, along with hosting project meetings and presenting PowerPoint presentations. Conducts weekly data entry of shipments, weekly shipment excursions, logger packaging validations, qualification and summary report validations of monthly shipments to and from China and Saudi Arabia. Supports project teams by asserting strong communication and organizational skills; creates and updates various project plans, on boards and conducts project resource interviews, project deliverables, along with all general administrative duties. Administrative Assistant Reach Academy - West Harrison, NY January 2018 to October 2018 Provided administrative support and prepped various child development projects; assembled, scanned, organized and assigned all projects daily, while providing aid to teaching staff with lesson plans and child safety measures in all aspects of children's daily routine Provided great written and communication skills by answering phones, preparing correspondence and presentations, creating and assisting with special projects, directing support in all computer equipment issues and software/platforms Administrative Assistant To Assistant General Counsel-Legal NEW YORK POWER AUTHORITY - White Plains, NY August 2017 to December 2017 Supported and oversaw administrative projects ensuring completion within deadlines Supported Assistant General Counsel and Corporate Legal team with all projects in the legal division Managed general office duties, arranged appointments, and assisted drafting corporate documents Project Coordinator/Executive Assistant NEW YORK LIFE INSURANCE COMPANY - Sleepy Hollow, NY October 2016 to December 2016 Project Coordinator/Executive Assistant UNISYS - Lyndhurst, NJ August 2015 to May 2016 Lyndhurst, NJ (Remote) Managed all administrative responsibilities with internal resources to handle all general support 2015-08 - 2016-05 Project Coordinator/Executive

Assistant COMPUTER MD, INC, Harrison, NY (Per Diem - Remote) Coordinated project activities and responsibilities using MS Project Server 2008, CMS systems JIRA and Sugar CRM with integration to Outlook and Google systems Supported the Chief Information Security Office's Third NEW YORK LIFE INSURANCE COMPANY - Sleepy Hollow, NY January 2016 to February 2016 Supported the Chief Information Security Office's Third-Party Information Security Risk Management (TPISRM) internal departmental team. 2016-01 - 2016-02 Project Coordinator/Executive Assistant CUSHMAN & WAKEFIELD - Rutherford, NJ April 2015 to August 2015 Project Coordinator/Executive Assistant JPMC - New York, NY February 2015 to March 2015 Project Coordinator/Executive Assistant - IT/Litigation AIG - New York, NY August 2014 to November 2014 Project Coordinator/Executive Assistant - Finance/Accounting PEPSICO - Somers, NY December 2013 to March 2014 Project Coordinator/ Business Analyst - iExcellence Mobile Governance Team AMEX - New York, NY April 2013 to June 2013 Project Coordinator/Executive Assistant THOMAS PUBLISHING COMPANY - New York, NY February 2013 to April 2013 Project Coordinator/Executive Assistant LAW OFFICES OF JASON B. KESSLER, ESQ - New York, NY April 2012 to December 2012 Project Coordinator/Executive Assistant MORGAN STANLEY SMITH BARNEY - New York, NY May 2011 to September 2011 Project Coordinator/Executive Assistant GREY GLOBAL GROUP - New York, NY August 2010 to April 2011 Education MBA in Business Administration Iona College - New Rochelle, NY Bachelors of Business Administration in Business Administration Monroe College - New Rochelle, NY Skills SAP, MS OFFICE, MAC, QUICKBOOKS, Microsoft Office, Scheduling, Outlook, Excel, Project Management, Photoshop, Sales Additional Information Skills Project Management Excellent Mac Software Excellent Google Analytics Excellent QuickBooks Excellent Cold Stream Excellent SAP Excellent Office 365 Excellent MS Office Excellent WebEx & Circuit WebEx Conferencing Excellent Communication Excellent

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