

Project Management Intern or Project Coordinator Project Management Intern or Project Coordinator Project Management Intern or Project Coordinator - Baldwin & Lyons, Inc Indianapolis, IN Work Experience Project Management Intern or Project Coordinator Baldwin & Lyons, Inc - Carmel, IN June 2015 to Present Assists with the coordination and completion of strategic and operational projects assigned to the Project Management Office Support the development of Project Plans which include: Scope, Schedule, Cost, Quality, Organization, Communication, Staffing, Risk and Issue Management Obtain commitment to the project by working independently and directly with the PM and project stakeholders Acts as the main point-of-contact in regards to training in Baldwin & Lyon's Project Management methodology Assists the Director of the PMO in managing the PMO portfolio Facilitates effective project execution by monitoring project status, gathering customer responses and needs, monitoring project scope and watching for potential setbacks Collects project status reports and constructs presentations for executive-level management Collects data from resource managers to aid and complete portfolio capacity planning Assist with managing the Change Request/Control process and update project plans based on approved changes Maintains administration of designated Project Portfolio Management (PPM) solution and all other PMO portals Owner, Creator & Product Manager We Cap It - Indianapolis, IN September 2014 to Present Handles all aspects of the business including, customer service, purchasing, budgeting, and product management Analyzes and obtains correct inventory amount so that there is never a shortage of product Effectively allocates all resources of the business so that we operate at a profitable margin Manages the entire product line life cycle of all magnets from strategic planning to tactical activities Uses professional image software to design each individual magnet with a colorful and attractive design 1 Produces and handcrafts each magnet individually in an efficient production line model Communicates with business partner daily about potential new client relationships and market research IT Consultant & Helpdesk ALIS Technology - Chicago, IL August 2013 to March 2014 Supported numerous high profile clients such as surgical centers who required high-level response for 100% uptime Possessed great time management skills when organizing IT projects, daily duties and maintenance Managed budgets

for computer equipment and consulted on which equipment to purchase for specific projects  
Showed exceptional customer service daily by answering clients' questions through phone, email  
and onsite repair   Organized and handled all aspects of the business, including customer service,  
IT projects and security   Initiated and verified all aspects of security, including data back ups and  
disaster recoveries   Implemented security audits to networks in order to reduce the chances of  
security breaches IT Administrator ASAP Properties - Muncie, IN March 2012 to August 2013  
Provided and presented reliable IT support and advice to the owners of ASAP Properties  
Proactively collaborated with other managers on pricing decisions, equipment selection, and timing  
Installed a CC security system, a company-wide instant messenger and built a Visual Basic user  
interface for a working database   Implemented new company-wide workflows based on needs  
identified through the Systems Development Life Cycle   Taught and explained the benefits of  
resources required to maintain the new technology put in place   Provided solutions and ensured  
high quality service all while working on a tight budget   Continually analyzed, collected and  
updated customer account information into company database server Education Bachelor of  
Science in Technology Management Indiana State University - Terre Haute, IN May 2015  
Associates of Applied Science in Computer Information Technology College of Information  
Technology - Muncie, IN May 2012

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