Administrative Coordinator Administrative Coordinator Administrative Coordinator - Community Transit Everett, WA   Certification in Project Management and 10+ years Project Management experience   Exceptional interpersonal and communication skills   Proficient organizational, and analytical expertise   Agile creative thinker with strong problem-solving skills   Proactive self-starter with positive can-do attitude   Demonstrate proficiency in personal computing software including Adobe Acrobat, Publisher, WebEx and Microsoft Office suite products: Word, Excel, PowerPoint, Outlook, SharePoint, Project, and Access Work Experience Administrative Coordinator Community Transit - Everett, WA January 2017 to Present   Modernize and implement current and new company policies and processes   Assist with project development and planning to ensure more efficient service and organization of the office   Develop and facilitate executive level presentations and leadership meetings   Maintain office schedules   Establish and maintain department records IT Project Manager The Boeing Company - Everett, WA February 2009 to September 2015 Successfully develop, lead, and influence a team to implement a Lean+ process improvement activity for utilizing shift work which lead to an immediate cost savings of 6%   Effectively develop, manage, and execute multiple project plans concurrently for Non-Production and Production environments through their software development lifecycle using traditional and agile methodologies   Drive out unspoken assumptions and risks to fully capture project scope   Create value by capturing and publishing routine process procedures for other team members to use, reducing rework by 50%   Generate documentation for routine project roles, responsibilities and reporting relationships which lead to more effective communication with team members and stakeholders   Work closely with program and project managers across the enterprise to support the successful development and implementation of project schedules   Gather, report out, and manage metrics for weekly production software rollouts   Analyze data and generate metric reports for management and senior staff   Ensure quality control for client deliverable Systems and Data Analyst The Boeing Company - Everett, WA October 2006 to February 2009   Design, develop, and execute test plans and implement document solutions across BCA geographic areas to sustain system performances, support chain management and efficiently achieve group objectives within complex project

schedules   Effectively facilitate daily status meetings and follow up on action items for multiple complex high-visibility initiatives   Develop solution to complex issue by streamlining the production release of 40 Engineering applications for Systems Engineering. Interface directly with internal and external customers. Create and implement a Lean+ release management process that increased developer productivity by 9%   Analyze data and generate metric reports for management and senior staff   Create integrated schedules and document processes Education Certification in Project Management Edmonds Community College - Lynnwood, WA 2016 Software testing Bellevue Community College - Bellevue, WA 2007 Associates Degree Edmonds Community College - Lynnwood, WA 1991 Skills Outlook, Scheduling, Microsoft Office

Name: Shelby Ramsey

Email: rhowell@example.net

Phone: +1-296-612-4140x58312