

IT Project Coordinator IT Project Coordinator IT Project Coordinator - Corteva Agriscience Baxter, IA

Highly developed analytical, problem-solving & communication skills & a diverse background in administration, management, legal & customer service. Displays excellent communication skills coordinating in a team environment to get projects done in an accurate & timely fashion. Authorized to work in the US for any employer Work Experience IT Project Coordinator Corteva Agriscience November 2018 to Present Collaborated with subject matter experts to determine user requirements for system development Created, organized, & tagged user stories to aid project teams & business reporting Created, directed & implemented standard procedures on new feature release process & guidelines Created/directed automated timesheet approval process using Microsoft Access, saving resources and management time Created/directed project forecasts & timelines & monitored for changes Created/directed onboarding/off boarding systems & procedures Collaborated with procurement to on/off board new resources & teams for Commercial IT Maintained all Connex projects in Microsoft Project Professional to track and monitor project performance Ran bi-weekly cost reports & report cost summaries for all Commercial IT, sent reports and cost updates to finance and business leaders Determined & assigned resource allocations in Microsoft Project, fine-tuning with project needs to always have the most accurate cost reporting and estimated budget Created automated Power BI charts linked to VSTS to give Product Owners and Team Leads real time data reports Organized & maintained all Connex documentation Created and maintained team dashboards/widgets in Azure DevOps (VSTS) Built Wiki site using SharePoint for all Connex Teams & Agile Community workflow documents Trained users to build projects in Microsoft Project Professional to produce the most accurate cost reporting Project Coordinator Nelson Construction & Development May 2018 to November 2018 Implemented new project management software & system Managed, tracked & reported on all project milestones & deadlines Reviewed contracts to extract & relay pertinent information Created & prioritized project timelines & budgets with CFO & COO Facilitated & documented weekly client meetings for status updates & project clarity CoFounder Des Moines Hardwoods July 2015 to September 2018 Strategic planning/ business administrator; prioritized,

delegated & preformed important tasks to keep production on point with goals      Created content for social media outlets which increased website traffic      Meticulously tracked, recorded & balanced expenses & budget      Used data analytics to identify & market to our target audience

Project Manager January 2017 to May 2018      Edwards      Developed, implemented, & trained employees on new client tracking system      Created comprehensive training materials for internal & external use      Led new marketing initiatives - planned, strategized & implemented new marketing procedures      Worked with clients to ensure the completed product exceeded their expectations

Claims Analyst January 2015 to July 2016      Principal Financial Group      Thoroughly document confidential claimant & physician correspondence & make timely & responsible decisions according to policy      Educated clients about their contracts as well as the claims process      Implemented system efficiencies to streamline service times & assist coworkers      Interviewed claimants, doctors & employers to gain pertinent claim information

Education UMass Dartmouth School of Law - Dartmouth, MA August 2013 to May 2014 Bachelor of Arts & Sciences in Arts & Sciences Drake University - Des Moines, IA August 2008 to May 2012

Assessments Management & Leadership Skills: Planning & Execution      Expert July 2019 Measures a candidate's ability to effectively plan and manage resources to accomplish organizational goals.      Full results: [https://share.indeedassessments.com/share\\_assignment/wekjvlzszbzha8](https://share.indeedassessments.com/share_assignment/wekjvlzszbzha8)      Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

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