

IT Project Coordinator/ Project Manager IT Project Coordinator/Project Manager IT Project Coordinator/ Project Manager Orlando, FL Self-Starter and go getter Detail-oriented and able to manage multiple tasks, deliverables and deadlines efficiently and effectively in a high-pressure environment A people person with strong communication, interpersonal and critical thinking skills Excels in a fast-paced work environment adapting to ever changing requirements Experience in project coordination, project management Work Experience IT Project Coordinator/ Project Manager Consulate Healthcare - Orlando, FL September 2017 to June 2019 Managed every aspect of the project from intake to closure. Ensured that all deliverables were met while staying within the identified scope and budget. Created & monitored project plans and timelines Created weekly dashboards and monthly updates on all projects for the CIO and stakeholders Negotiated timelines and deliverables with coworkers to retain employee satisfaction while satisfying the business's needs Collaborated closely and served as the liaison between departments and external relations Mitigated any problems that arose and used critical thinking to determine a plan of action Worked and Negotiated with an array of vendors for installations and implementations of new software/equipment Project Coordinator/ Project Manager Print, Website, and Digital - Mountain Lakes, NJ July 2015 to July 2017 Ensure timely completion of deliverables of several multi-million-dollar pharmaceutical brand projects. Deadlines approved by the client were only extendable by the client. Create and maintain project plans and timelines using Microsoft Project and Excel ? Product marketing pitches, launches, Print, Website, and Digital projects Point of contact for interrelated project milestones and deadlines ? Communicate issues to team members and upper management ? Cajole, beg and bamboozle department teams (Account, Copy, Art, Senior Management) to complete tasks within the timeline established ? Develop content and lead weekly status meetings to raise awareness of escalating issues Sustain project's quality assurance cycle ? Allocate/reallocate/acquire resources as needed to complete project on time ? Acts as Business Analyst to gather business and functional requirements to produce documentation for management, creative, and digital development ? Manage client change requests and analyze impact of changing requirements on schedule and resources Summer Intern McCann Echo Torre

Lazur - Mountain Lakes, NJ June 2014 to August 2014 Education Bachelor of Science in Business Administration in Management King's College - Wilkes-Barre, PA May 2015 McGowan School of Business Skills Excel (2 years), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), PowerPoint (Less than 1 year), Word (Less than 1 year) Additional Information SOFTWARE PROFICIENCIES Proof HQ Service Now Microsoft Office (Project, Excel, Word, PowerPoint) Basecamp

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