

IT Project Coordinator IT Project Coordinator IT Project Coordinator - CGI Rancho Cordova, CA

CURRENTLY LOOKING FOR 100% REMOTE / HOME - BASED OPPORTUNITIES

Experienced professional who coordinates people and processes in order to achieve quality results, on time and on budget. Implements process improvements to maximize efficiency and improve the overall customer experience. Work Experience IT Project Coordinator CGI - Sacramento, CA November 2017 to Present Coordinate with Project Managers to create and update reports for stakeholders and Executives Update project schedules using Microsoft Project Create and manage document retention sites in SharePoint Analyze current business processes and plan and implement improvements IT PMO / Business Developer / Change Manager CGI Group - Portland, OR January 2015 to November 2017 Manage Business Development and Project processes from through the Service Delivery Life Cycle including: working with the client to identify opportunities gather requirements Draft Contract or Statement of Work Schedule and assign resources to projects Track hours, deliverables, and milestones Invoice client and track payments Review and facilitate approval of all changes to the Production environment Executive Assistant / IT Project Coordinator CGI - Honolulu, HI December 2013 to January 2015 including calendaring, phone and email contact, responding to requests for data, meetings, assisting in travel and transit accommodations Created and maintained daily and weekly reports on project activities and status Tracked and submitted multi-million dollar invoices to client Overall office management, including coordinating use of office space and equipment needs Project Coordinator Revolusun - Honolulu, HI March 2012 to November 2013 Liaised between Revolusun and various Homeowner's Associations, the Department of Permitting and Planning, and the Hawaiian Electric Company Point of Contact for two solar leasing programs through Sunrun and SunPower ? Helped customers understand the benefits of the lease programs ? Fielded calls and provided information to customers and potential customers Scheduled clients for photo voltaic (solar) pre-inspections with project managers Obtained building permits from the Department of Permitting and Planning Worked closely with the sales and operations departments to ensure quality customer care and efficient service Ensured all job files were kept current with all relative information pertaining to

projects including customer information, sales orders, blue prints, permits, and change orders

Occasionally canvassed the area around my home and brought in sales Project Administrator Lend Lease - Schofield Barracks, HI October 2011 to March 2012 Processed base passes for employees and subcontractors Filed and organized all office documents and supplies and arranged for off-site storage Maintained a database of all storage related files Arranged with subcontractors for required building maintenance Document Control Specialist Digi International - Davis, CA April 2007 to April 2009 Compiled and maintained control records and related documents in order to release blueprints, drawings, and engineering documents to manufacturing and other departments Examined documents such as bill of materials (BOMs), blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data Posted changes, released documents, and notified affected departments Personnel Clerk/ E-4 (Equivalent to Office Manager) United States Marine Corps - Yuma, AZ June 2002 to June 2006 Functioned as the liaison between the administrative department and multiple divisions to coordinate and organize the unusually high volume processing of personnel records during Operation Iraqi Freedom and Operation Enduring Freedom Managed, evaluated, and counseled an office staff of up to 10 Routinely audited in excess of 500 employee records for accuracy Identified problems, responded to customer complaints, and successfully resolved issues with an emphasis on achieving customer satisfaction Managed a library of technical publications and Marine Corps directives, and trained employees on proper procedures to use the various publications and manuals Education Associate in Business Management Skills Excel, Project Management, Microsoft Office, SDLC, Itil, Information Technology Military Service Branch: United States Marine Corps Rank: Corporal Certifications/Licenses Lean Six Sigma White Belt June 2019 to Present ITIL Foundation June 2019 to June 2024 Cert# GR750558715KB Assessments Organizational Skills Expert June 2019 Arranging and managing information or materials using a set of rules. Full results: https://share.indeedassessments.com/share_assignment/fr3yd-pr5vpfxcow CRM Skills with Salesforce Expert June 2019 Measures a candidate's ability to demonstrate a knowledge of Salesforce objects, fields, and processes. Full results:

https://share.indeedassessments.com/share_assignment/xjhuex99scojkpmr Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information Excellent written and oral communication skills Strong analytical skills Highly organized with an attention to detail Cheerful attitude Working knowledge of all Microsoft Office applications

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