

IT Project Coordinator/Content Specialist IT Project Coordinator/Content Specialist IT Project Coordinator/Content Specialist Gilbert, AZ ? A highly motivated individual with an unparalleled work ethic. ? Great communication skills and inherent attention to detail will allow me to excel in any position. ? Motivation, reliability, and positivity are just a few of the qualities a potential business organization can expect with the employment ? Energetic and motivated team member who can multitask and works fantastic with peers and team ? Strong verbal and written communication skills, working with peers, managers and Executive Staff ? Develops, recommends & implements solutions for overall sustainability and continuous-improvement ? Creates, reviews and maps Information Security Documentation (Policies, Standards) per ISO (9001, 27001, NIST, FISMA) standards ? Assists in writing, reviewing and publishing documents ? eData collection and extraction (Imports/Exports) files, compiling, verifying, sorting and storing classified data ? Analytical thinker, self-motivated & organized with the ability to research and investigate compliance and risk issues ? Excellent time management and multi-tasking skills ? Efficiently works within deadlines in accordance with performance goals Authorized to work in the US for any employer

Work Experience IT Project Coordinator/Content Specialist Diverse Design Consulting Services - Mesa, AZ June 2018 to June 2019 Created, developed and managed content for organization's web presence such as; text, photo's, and media ? Maintained a consistent look and feel throughout web properties and copies, edits, and proof read all content ? Assured web-based Information was maintained and archived for future needs, monitoring and reference ? Proficient in Microsoft Office applications, and Adobe (Photoshop and Dreamweaver) ? Worked with popular content Management, learning and document Management systems providing excellent skills to perform monitoring, revision and troubleshooting ? Performed site and spot audits and ensured compliance to guidelines ? Worked with Customer/Client groups to identify Training needs and arranged and/or delivered Training ? Assisted Project teams in documenting key processes, Policies and procedures/standards ? Assisted with various change Management tasks and project Management activities within the office Manager Whistle Locomotive - Mesa, AZ August 2017 to June 2018 Reported to Sr. Program Manager organizing weekly schedules for employees ? Conducted

interviews for hiring and replacing employees ? Tracked, reported and managed Financial systems, project budget status and Payroll ? Schedules and facilitates meetings with Subject Mater experts to understand impacts to deliverables ? Created Dashboards and reported status and completion of assigned actions; ? Provided on-boarding Training, leadership Training and trained lower-level personnel on key tasks ? Conducted purchasing of office equipment ? Maintained dashboards and assisted with PowerPoint presentations as needed ? Supported various projects and workflows with moderate to high complexity ? Simultaneously managed numerous aspects of tasks and priorities supporting cross functional teams. Administrative Assistant Diverse Design Consulting Services - Mesa, AZ December 2015 to August 2017 Education Psychology Northern Arizona University - Flagstaff, AZ Associate of Science in Psychology Chandler Gilbert Community College - Gilbert, AZ University of Essex Skills AUTOMATED PAYROLL (Less than 1 year), Microsoft Office (1 year), MS OFFICE (1 year), Payroll (Less than 1 year), Training (1 year)

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