

Project Coordinator Project Coordinator Project Coordinator - TIAA Bank, Specialty and Lender Finance Denver, CO Work Experience Project Coordinator TIAA Bank, Specialty and Lender Finance - Mount Laurel, NJ December 2015 to Present Support a team of 28 employees to encompass a portfolio of 85+ clients maintaining \$2 billion in outstanding loans. Achieve multiple project completion schedules within targeted deadlines; complex client scopes include daily and annual project matrices Streamline organizational procedures and ensure compliance with deadline requirements by identifying roadblocks, and utilizing proficiency in the Microsoft Office Suite, Salesforce, and SharePoint, to effectively create and monitor tracking systems Advance internal communication effectively with team by creating and presenting consistent, highly detailed reports vital to operations across all levels of management Remain highly detail-oriented, ensuring team meets all proper legal stipulations, working individually and as a team throughout various departments Manage all aspects of event planning and execution; responsible for coordinating all services for hosting meetings, interacting with regional and local executive team leaders; manage and prioritize calendars for director team Implement effective cost-saving procedures via efficient purchase order management, consistently remaining within budget Project and Marketing Manager; IT Support; Office Manager DocView mHealth Solutions - Cherry Hill, NJ January 2015 to December 2015 Assisted in product launch for a medical software start-up company, managing various projects and supporting many roles. Conducted market research and analyzed complex data to develop customer information into tailored digital marketing strategies, including SEO, Google AdWords, and email marketing campaigns Enhanced media and community relations via multiple social media platforms and public advertising; created physical marketing collateral materials via Adobe and Photoshop; coordinated website development Initiated and maintained positive customer relationships, leveraging CRM tools such as Salesforce and Only Office Developed, executed, and managed various projects including product deployment and implementation plans to be delivered by product support team Effectively collaborated with the software development team on application enhancements which resulted in 60% reduction in reported customer technical issues; developed and initiated new order procedures that ensured prompt IT support and

troubleshooting for the client Created policies and procedures to improve organization and established solutions for improved internal communication Managed payroll and accounting via QuickBooks Education Bachelors of Arts in Arts and Science The State University of New Jersey - New Brunswick, NJ May 2015 Skills EVENT PLANNING (2 years), AND MARKETING (Less than 1 year), CUSTOMER RELATIONSHIP MANAGEMENT (Less than 1 year), DIGITAL CAMPAIGN (Less than 1 year), DIGITAL MARKETING (Less than 1 year) Links <http://linkedin.com/in/staciaroman> Additional Information SKILLS & INTERESTS Skills: Project Coordination, Content Creation, Time Management, Sales and Marketing, Digital Marketing, Microsoft Office Suite, Customer Relationship Management, Event Planning, Information Technology, Adaptability, Writing

Name: Crystal Tyler

Email: jamesstone@example.com

Phone: 6288058369