

IT Project Coordinator IT Project Coordinator IT Project Coordinator - CONTOUR DATA SOLUTIONS Philadelphia, PA Work Experience IT Project Coordinator CONTOUR DATA SOLUTIONS - Trevose, PA January 2012 to Present Manages Implementation services for projects around Data Storage, Disaster Recovery, Backup and Recovery, and Virtualization, valued around 30,000 a project. * Project Management includes Scope, Cost, Risk and Quality Management. * Develops and maintains schedules and tasks for a team of 10 senior engineers. * Extensive knowledge on EMC, VMware and Evault products. Manager, Marketer, Sales LA DOLCE PHOTOGRAPHY - Manayunk, PA August 2011 to January 2012 Directed 6 other employees daily to efficiently produce 3-5 high-end photography shoots a day, 7 days a week. * Took care of scheduling systems, client bookings, client's photographs and monetary bonuses. * Brought over 60 clients by personal marketing, presentations and proposals. * Conducted sales from \$300-\$900 for each client. Office Manager/Secretary CHARLES H. LINDSAY - Downingtown, PA June 2007 to August 2009 Office Manager providing hearing aid customer service to approximately 15 customers per day, coordinating between two buildings. Reconcile deposits, maintain inventory, and order worksheets. Deal with hearing aids and technician parts. Cultivate brochure and ad development; extensive use of design to create ads. SKILLS: All Microsoft Office programs, Acuity Scheduling programs, Adobe Bridge, Photoshop, Illustrator * Baked over 150 cakes for personal clients * Classical Violinist | Pianist Education Bachelor of Business Administration in Marketing TEMPLE UNIVERSITY, Fox School of Business - Philadelphia, PA May 2011

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