

ALEXANDER LEE, CAPM

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WORK EXPERIENCE

Conexcity, New York, NY

November 2019 – April 2020

Project Coordinator

- Reduced sunk costs by 5% by determining project requirements within the project's planning stage.
- Monitored and tracked project deliverables and invoices from vendors and construction contractors.
- Collaborated with Site Acquisition and Construction teams on fulfilling client's requirements per project milestone, and develop process improvement.
- Managed the compliance process by ordering documentation per project specifications, and submitting completed deliverable to the client's CM.
- Supported the Project Manager by preparing Service Orders and forecasting milestones.
- Worked closely with the Project team to create weekly PowerPoint slides to discuss achievements and upcoming critical items.
- Scheduled and prioritized team activities and day-to-day tasks with Trello.
- Manipulated and extracted necessary data to measure project progress, such as Service Order sales, monthly third-party costs, and forecasts achieved, via VLOOKUP and PivotTables.

MG Engineering D.P.C., New York, NY

May 2017 – October 2019

Operations Coordinator

- Functioned as a liaison between the departments of Finance, Human Resources, and Office Management to develop and implement strategic solutions, increasing productivity by 15% among personnel, and developing measurable metrics for future cost-savings.
- Facilitated the company's Operations Management and Standards meeting to discuss monthly goals, resolve issues, and establish new milestones. Develop a postmortem if goals are overdue or have not met expectations for future quality control.
- Developed successful training courseware for new employees to educate in the firm's standards and tools, and accelerate in career development.
- Managed the firm's IT Operations, which includes technology budget & forecasting, and ticket log.
- Moderated 3 technicians to complete the company-wide workstation upgrade with a \$100K+ annual budget. The project is to upgrade the workstations for all employees in order to increase productivity and decrease maintenance cost within the scope of hardware and software specifications per department.
- Scheduled project meetings with stakeholders and tracked minutes to summarize meeting discussions and team action items.
- Oversaw the project closeout and archiving processes to reduce the search downtime on project documents by 20%.
- Coordinated with Project Managers, Project Administration, Accounting and other internal stakeholders to ensure projects are up to date with manpower and milestones (30-50 active projects per Project Manager).
- Led a team of 5 to develop and implement new CRM software. The project expanded sales by implementing strategies to track prospects and pursue business opportunities.

EDUCATION, PROFESSIONAL DEVELOPMENT & AFFILIATIONS

University at Albany, Albany, NY

May 2016

Bachelor of Science in Informatics Minor: Business

Certifications - Certified Associate in Project Management (CAPM), Lean Six Sigma Green Belt

TECHNICAL SKILLS

- Advanced knowledge in Microsoft Excel, Power Point, and Word
- Intermediate knowledge in Outlook, Visio, Trello, and SiteTracker.
- Knowledgeable in G-Suite and MS Project.