

SC

SUKI CHEN

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 Westbrook, ME 04095

EDUCATION

University of Management Sciences

Westbrook, ME • 06/2022

Master's: Project Management

State University

Westbrook, ME • 06/2020

Bachelor's: Business

Administration

SKILLS

Project Planning



Resource Allocation



Team Leadership



Budgeting



Risk Management



RESUME OBJECTIVE

Driven Project Coordinator with expertise in streamlining processes, managing large-scale projects, and leading diverse teams to achieve operational excellence. Proven track record in enhancing efficiency and reducing costs, with strong project planning and team leadership skills.

WORK HISTORY

Dynamic Solutions Inc. - Project Coordinator

Westbrook, ME • 01/2024 - 12/2025

- Managed 5 projects, enhancing efficiency 30%
- Coordinated teams, reducing costs by \$2000 monthly
- Developed plans increasing client satisfaction 15%

Global Resource Partners - Project Specialist

Westbrook, ME • 01/2023 - 12/2023

- Streamlined operations, saving \$5000 annually
- Organized workshops, boosting team skills 20%
- Implemented systems, improving delivery speed 10%

ACCOMPLISHMENTS

- Reduced project turnaround time by 20%
- Enhanced client engagement leading to 4 new contracts