

SUKI CHEN

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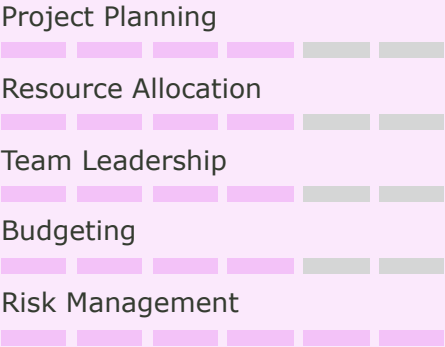
📍 Westbrook, ME 04095

EDUCATION

University of Management Sciences
Westbrook, ME • 06/2022
Master's: Project Management

State University
Westbrook, ME • 06/2020
Bachelor's: Business Administration

SKILLS



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