

Highly skilled and dedicated professional with proven track record in managing communication flow on high-level projects including government contracts, architectural and construction projects and Marketing. Task-driven, detail-oriented and well respected by co-workers, clients and consultants with a great work ethic.

## **EDUCATION**

### **University of Hartford**

September 2001- May 2005

*BA in Communications/ Concentration in Advertising***Certificates:** Project Management Certificate (HOK) 2009

## **PROFESSIONAL EXPERIENCE**

### **Venda, New York, NY**

September – Present

#### ***Project Coordinator on Government project (E-Commerce)***

- Developing invoicing procedures, communication guidelines, shared file structures and traveling guidelines as per contract.
- Diligently managing the internal and external team on contractual obligations, deadlines and budget.
- Creating schedules, expense reports and invoices to the client, timesheets, individual team member reviews and shift recaps
- Booking travel, meetings, and additional administrative support to the team during high-volume negotiations with the client and scoping sessions
- Providing meeting minutes for scoping and requirements gathering sessions- as well as being a dedicated to recording meeting minutes and submitting directly to the client
- Managing the security package and fingerprint requirements by the government for employees and our contractors and handling background checks with the client

### **Diana Richards Design., Brooklyn, NY**

January –

September

#### ***Project Coordinator/Marketing Coordinator (Architecture/Interior Design)***

#### ***Consultant***

- Developed contracts and project deliverables for proposals and new business
- Researched new and existing FF&E for new and existing clients at furniture shows as well as on-line
- Served as POC for new business, vendors, consultants and press
- Assisted and worked directly with the founder on presentations and kick-off meetings

### **HOK, New York, NY**

November 2007 – January 2010

#### ***Project Coordinator on Harlem Hospital and Ramstein Hospital (Architecture/Construction)***

- Assisted in all monthly invoices, additional services and responsible for communicated billable tracking numbers to the team and managing their time
- Key contact for multiple clients, construction manager, internal design team and consultants
- Tracked the implementation of schedules and strategies on the project
- Developed schedules and tasks for deliverables on a weekly basis either single-handedly or in conjunction with the senior project manager
- Lead client meetings while keeping meticulous notes and then submitting to the client and city agencies including the DOB, DDC, and DOH.

### **Red Brick Design, Chelmsford, MA**

November 2005 – April 2007

#### ***Account Manager/Marketing Coordinator***

- Presented design and branding implementations with the creative director to clients
- Key contact for all new business and projects
- Handled the financial aspect of multiple projects at one time
- Determined schedule and deliverables with the designer's, president of RBD and the client
- Involved in cold-calling new prospective clients

## **Skills**

Technical: Mac/PC knowledge; MS Project, Word, Outlook, PowerPoint, Excel, Visio, Photoshop, SPSS, Deltek, In-Design and NewForma