
Kirsten Anderson

Project Manager, CAPM

Focused professional motivating and integrating teams to drive successful deliverables and improved processes. **Skilled communicator** excelling at being the hub and liaison for stakeholders at all levels. **Practiced negotiator** and **strategic planner** specializing in procurement and resource management.

KEY STRENGTHS

Client & Vendor Relationships | Leading Meetings | Team Motivation | Data Reporting
Analytical Problem Solving | Documentation Creation, Maintenance & Dissemination
Contract Creation & Negotiation | Adept Learner of Systems & Technology Tools

EDUCATION & CERTIFICATIONS

Certified Associate Project Manager, PMI - *January 2019*

Microsoft Office Specialist - *Excel 2016*

Web Development Online Bootcamp, BLOC - *February 2018*

Bachelor of Arts in Journalism, Columbia College Chicago - *with honors*

CAREER HISTORY

Chenier & Thompson, Chicago - *Hospitality Specialist*

August 2017 - PRESENT

- Drive revenue through client satisfaction
- Collaborate to solve problems and improve organizational processes

Kimpton Hotels & Restaurants, Chicago - *Manager*

March 2014 - December 2016

- Independently managed 200+ projects in a calendar year
- Actualized more than double budgeted revenue
- Created process documentation adopted by regional peers to generate essential monthly report for sales and senior management
- Integrated cross-functional teams & multiple departments to manage resources and deliver successful projects while reporting progress, major changes, risk events and lessons learned to regional executive team