Kirsten Anderson

Project Manager, CAPM

kirsten-anderson.me
LinkedIn
Github
anders.kirsten@gmail.com
773-655-6027

Transitioning from hospitality, I bring a wealth of **client relationship, communication and project management** experience to the table.

I'm looking for an organization that values **innovation, agility and continuing education,** who can *leverage my current skill set, while also pushing my technical skills to the next level.*

EDUCATION

Certified Associate Project Manager, PMI January 2019

Microsoft Office Specialist Excel 2016

Web Development Bootcamp, BLOC February 2018

Javascript with Angular & React, Ruby on Rails

BA Journalism, Columbia College Chicago with honors

EXPERIENCE

Chenier & Thompson, Chicago — *Professional Server*

AUGUST 2017 - PRESENT

Kimpton Hotels & Restaurants, Chicago — *Manager*

MARCH 2014 - DECEMBER 2016

Independently managed 200+ projects in a calendar year

Nurtured client relationships and set a standard of excellence which led to actualizing double projected revenue

Reduced risk and increased profits through contract negotiation

Created process documentation adopted by regional peers resulting in reduced errors and consistent reporting to sales and senior management

Motivated and integrated cross–functional teams to manage resources and deliver successful projects while reporting progress, major changes, risk events and lessons learned to regional executive team

Various, Chicago — *Restaurant Manager/Server | Farmers Market Manager | Pastry Cook/Chef*

2010-2014

Glazed Donuts Chicago — *Entrepreneur*

2008-2010

Designed and executed all aspects of LLC business

Named one of the "Top 10 Donuts in the Country" by Maxim Magazine, profiled on the front page of the Chicago Sun Times Food Section

KEY SKILLS

Client & Vendor Relationships

Leading Meetings

Team Motivation

Collaboration

Data Reporting

Analytical Problem Solving

Documentation Creation, Maintenance & Dissemination

Contract Creation & Negotiation

Adept Learner of Systems & Technology Tools