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# Kirsten Anderson

Project Manager, CAPM

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**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 projected 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