

Proactive, highly organized Project Coordinator with experience managing project cycle from beginning to end, cultivating innovative solutions through team collaboration.

WORK EXPERIENCE

Project Manager Intern | Wachter Electric Company, Lowell, AR

May 2022- Aug 2022

- Collaborated with cross functional teams to create project roadmaps, monitor project deliverables, order material, and update documentation.
- Developed efficient project schedules, cost estimation analysis, and managed bid opportunity sourcing and evaluation.
- Create a dashboard using Tableau that displays key project metrics such as project progress, tasks completed, remaining tasks, issues, and risks.
- Managed end-to-end recruitment process to hire subcontractors for project completion for over 200 sites.
- Reduced project cost by 31% and improved project completion time by 43% through creating a recruiting guide to efficiently hire subcontractors for job sites. Saved >86,400\$/yr.

Business Development Assistant | Mundo Luz, Cochabamba, Bolivia

Jan 2022 - Current

- Assisted with market research, competitive analysis, and gathered consumer insights to develop new strategies and opportunities within the Health and Wellness market in Bolivia for a growing startup.
- Coordinated travel schedules, monthly goals, and partnerships with other wellness centers in Brazil, Argentina, and Spain.
- Applied time management techniques for tasks such as researching potential clients, crafting personalized outreach messages, and enhancing engagement via effective communication.
- Analyzed performance of goals to identify gaps and make data-driven recommendations for improvement.

Cross Cultural Coordinator | University of Arkansas, Fayetteville, AR

Aug 2021 - May 2023

- Recruited international students to inform them about the value of Cross-Cultural Center events through phone calls, email outreach, and social media management.
- Mentored 40-50 new students per semester with academic integrity standards and campus rules.
- Implemented a new process by creating monthly surveys to proactively engage with students and get information on how to improve their campus experience.
- Created a roadmap of activities per school year, scheduled events, and set up communication channels to foster a collaborative environment that promotes multicultural appreciation.

Recruitment Assistant | University of Arkansas, Fayetteville, AR

Jan 2021 - Aug 2022

- Facilitated registration/check-in process for possible candidates during formal recruitment.
- Created meeting and training schedules for recruitment counselors.
- Develop a possible new member exit survey and post-recruitment evaluations to understand candidate behaviors.

PROJECTS

Project Manager, Capstone Experience - Nestlé Industry Partner

Aug 2022 – May 2023

- Led a team of 5 students and coordinated with 2 corporate mentors to improve a times series forecasting system.
- Assigned weekly tasks, provided feedback about student performance, and ensured confidentiality agreements were met.
- Used Slack and Asana for team communication, access to information, task assignment and progress tracking.
- Processed raw historical data to mitigate the [Effect of COVID-19 on Sales Trends](#).

EDUCATION

Bachelor of Science in Industrial Engineering | Minor in Data Analytics

Graduated May 2023

University of Arkansas, Fayetteville, AR

SKILLS

Software: MS Suite, G Suite, SharePoint, Asana, Trello, Slack, SQL, ChatGTP, Tableau, PowerBI, Lucid Charts, AMPL/CPLEX.

Soft Skills: Project Coordination, Operations, Marketing, Recruiting, Scheduling, Six Sigma, Kaizen, Research, Time Management, Cross Functional Collaboration, Data Analytics, Logistics and Planning.

Languages: Fluent in English and Spanish, Beginner Portuguese.