

KATHERINE BENNETT, PMP

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Executive Summary

- 7+ years crafting communications to various stakeholders, including briefs, memos, FAQs, SOPs, project plans, and newsletters coupled with a strong track record of resolving discrepancies in workflow, troubleshooting employee and client queries, and overall stakeholder management
- 5+ years as project manager: organizing teams from 2-5 members serving up to 1000 clients, with extensive project management experience including running leadership meetings, planning events, managing travel logistics, tracking budgets, and cross-cultural communication
- 3+ years personnel management, including recruiting, on-boarding, and day-to-day supervision of others
- 2+ years of data analysis, specializing in utilizing data-driven insights to address business needs critical to organizational success

Work Experience

10/2024-Present	<u>Tasker Management</u>	BCG, Contractor, Remote
	<ul style="list-style-type: none">• Coordinated and monitored internal tasker management system, ensuring key personnel were aware; coordinated and tracked responses within the system• Maintained regular communication with senior leadership to ensure awareness of taskers, and assisted in preparing discussion points for agency-wide meetings• Processed internal system requests regarding account modifications and portal access, including internal verification procedures	
02/2024-10/2024	<u>Performance Monitoring Lead</u>	BCG, Contractor, Remote
	<ul style="list-style-type: none">• Coordinated and monitored working group connecting 45+ personnel across teams and departments to align with leadership directives• Monitored 20+ key metrics and data to focus team action and areas for improvement• Ensured that metric leads were prepared to speak to senior leadership at agency-wide meetings regarding data-driven metric dashboard	
12/2021-02/2024	<u>Business Systems Analyst</u>	Shorelight Education, Remote
	<ul style="list-style-type: none">• Implemented 15 client integrations, often concurrently, lasting 4-6 months each: directed completion of data workbooks, Salesforce data mapping, SFTP creation, successful launch and follow-up• Tracked and negotiated 150+ software renewals annually, pertaining to a \$3 million+ annual budget; researched and handled acquisition of new software, including security and budget discussions across the company• Streamlined existing business processes across teams, and tracked key data points to evaluate effectiveness	
11/2019-12/2021	<u>Business Analyst</u>	Dawson Solutions, Remote
	<ul style="list-style-type: none">• Managed creation of consortium involving three DC institutions to streamline training course offerings for staff gaining 5-10 hours per participant• Created and maintained pivot table to track FAQ database allowing the entire team to respond to enquiries accurately and efficiently	

- 11/2017- HR Coordinator/Office Manager *British Embassy, Washington, DC*
11/2019
- Identified inefficiencies in 3 daily HR processes and designed and implemented improvements netting 10 employee hours weekly
 - Organized recruitment of, and directed HR assistants realizing 15-20 hours weekly
 - Expanded annual wellness event to become a wellness week, and launched monthly health related events for 800+ staff across 12 locations

Education

Master of Arts: Intercultural Communication with International Business
University of Surrey – Guildford, UK

Bachelor of Arts: European Studies
Brigham Young University – Provo, Utah, USA

Extracurriculars/Skills: PMI Project Management Professional (PMP) Certification (2025), Data Analytics Certification, Spanish (Advanced), Italian (Advanced), French (Beginner), Visa Sponsorship-Ready