

Professional Experience

Project Coordination Intern

Ohio Systems, Canton, OH | January 2021 - June 2021

- Scheduled meetings on behalf of supervising project manager
- ♦ Gathered weekly status updates from team members and delivered them to the project manager
- Ran financial analyses and delivered reports on the results, in one case demonstrating a 25% cost difference between solutions
- Researched and identified suitable vendors for materials purchases, saving \$3,000 with one recommendation
- Maintained records regarding project kickoff meetings, after-action reports and similar information

Education

Bachelor of Science in Business Administration

Michigan Business School, Lansing, MI | September 2015-June 2019

Formed the campus's Business Leaders of Tomorrow club

Coursework completed:

- Financial Planning
- Project Management Basics
- Accounting Best Practices

Master of Project Management

Green School Of Business, Green, OH, September 2019 - June 2021

Took part in the Predictive Business Analytics Team

Coursework completed:

- Advanced Risk Analysis
- Cost-Benefit Analysis
- Organizational Behavior
- Professional **Experience**

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Diligent project coordinator candidate with relevant undergraduate and graduate experience. High emotional intelligence combines with a strong grasp of business financials to provide an analytical but human approach. Able to independently handle tasks and deliver results as part of a larger team. Knowledgeable regarding finance, scheduling, and risk and cost-benefit analysis.

Key Skills

- Financial planning software, including Oracle Planning Cloud and Vena
- Project scheduling software, such as Wrike and Smartsheet
- Predictive analytics
- Written and verbal communication
- Researching market and labor conditions