

Contact

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Top Skills

Microsoft Power BI

Microsoft PowerPoint

Microsoft Outlook

Certifications

UW Project Management Certificate
Certificate (to be completed in July 2024)

Kimberly Robinson

Exceptional Executive Support Professional & Strategic Project Manager | Champion of Operational Excellence & Office Management

Greater Seattle Area

Summary

I have worked in big corporations and small companies. I really thrive in engaging and supportive environments where I get to work with amazing people. My goal is to continue to offer my incredible attention to detail, my desire for making challenging/impossible projects a reality, and to do work that allows my passion for people, education, and technology to continue to grow!

Skills: Microsoft: Word, Excel, PowerPoint, Visio; project management, process management, team building, people management, space management, human resources new hire processes, and thriving in a fast-paced and consistently changing environment

Experience

Milliman

Office Manager

February 2019 - January 2024 (5 years)

Greater Seattle Area

Community Health Plan of Washington

Executive Assistant

November 2017 - February 2019 (1 year 4 months)

Greater Seattle Area

Milliman

Administrative Assistant

March 2016 - November 2017 (1 year 9 months)

Greater Seattle Area

KellyOCG at Microsoft

Microsoft User Research Coordinator

May 2014 - December 2014 (8 months)

Redmond

Coordinated recruits for research studies using agreed-upon requirements and practices, Partnered with Senior PMs to manage studies through entire lifecycle, Managed issues and obstacles proactively, Designated as the Subject Matter Expert for the Microsoft Office Suite Research Team, Recognized for improving efficiencies using Agile Kaizen methods (Increased productivity by 5 hours per month on average, Eliminated approximately 100 email requests for updates on status of studies per month)

TASS - Taylor Aerospace and Structural Services Inc.

Project Manager / Export Compliance Manager

July 2007 - September 2008 (1 year 3 months)

Kirkland, WA

I worked with the Engineering Team and CEO. I initiated and enrolled team in cross-functional activities to build support for compliance objectives while advancing business processes. Audited documentation and specifications to ensure FAA compliance. Implemented and tested security measures for all intellectual property. Researched and ordered all aftermarket parts for retrofitting projects. Structured and staffed the Human Resources department. Launched an employee appreciation program to boost morale and retention
