

# KUDAKWASHE TADERERA

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## SUMMARY

Highly organized and proactive Project Coordinator with a strong background in supporting project lifecycles from planning to execution. I am skilled in scheduling, resource tracking, stakeholder communication, and maintaining project documentation. Adept at using tools like Microsoft Project, Trello, Excel, and SharePoint to monitor timelines, update progress, and facilitate smooth team collaboration. Committed to delivering projects on time and within scope by coordinating cross-functional teams, tracking deliverables, and resolving roadblocks efficiently. I am known for clear communication, time management, and a solutions-focused mindset in dynamic environments.

## EDUCATION

<b>University of Illinois, Urbana-Champaign</b> Master of Science in Technology Management (GPA – 4.00/4.00) <i>Honors: Beta Gamma Sigma – International Business Honor Society</i>	Aug 2024 – Jul 2025
<b>Midlands State University, Harare, Zimbabwe</b> Bachelor of Science in Management Information Systems ( <i>Distinction</i> )	Jan 2018 – Nov 2021

## PROFESSIONAL EXPERIENCE

<b>Project Coordinator - Paragon Express</b> <i>Technical Environment: Microsoft Project, Excel, SharePoint, Teams, Trello, Outlook</i> At Paragon Express, I coordinated daily operations and supported project workflows for packaging and delivery initiatives. My role involved scheduling, document control, and team coordination across production, logistics, and client-facing teams. <ul style="list-style-type: none"><li>Tracked and updated delivery schedules, printing timelines, and resource usage using Microsoft Project and Trello, leading to a <b>90%</b> on-time completion rate across all packaging projects.</li><li>Organized weekly planning meetings and maintained action logs, project trackers, and scope documentation via SharePoint and Excel to ensure alignment across production, logistics, and client teams.</li><li>Acted as liaison between departments and external vendors, resolving scheduling conflicts, managing change requests, and reducing communication breakdowns by <b>40%</b>.</li></ul>	Mar 2024 – Aug 2024
<b>Project Support Associate - Nashua Zimbabwe</b> <i>Technical Environment: Excel, SharePoint, Teams, Smartsheet, Zoom</i> At Nashua Zimbabwe, I provided coordination support across operations, helping to manage equipment installation timelines and internal upgrade projects. I was involved in cross-departmental planning, scheduling, and progress monitoring. <ul style="list-style-type: none"><li>Coordinated technician task assignments, equipment dispatch schedules, and project workflows using Smartsheet and Excel, leading to a <b>25%</b> improvement in technician response time.</li><li>Supported system upgrade rollouts by maintaining shared task boards, scheduling weekly reviews, and tracking over <b>40</b> deliverables per quarter across technical and admin teams.</li><li>Streamlined stakeholder communication across operations, billing, and logistics, reducing update delays by over <b>50%</b> through centralized reporting and structured weekly check-ins.</li></ul>	Jan 2022 – Mar 2024

## OTHER POSITIONS

✓ <b>Remote Project Admin Assistant</b> , Southern Region Trading Company	Feb 2021 – Nov 2021
✓ <b>Project Intern</b> , Zimbabwe Open University	Jan 2020 – Dec 2020
✓ <b>Operations &amp; Projects Assistant</b> , Vanboer Trading Company	May 2015 – Dec 2017

## TECHNICAL SKILLS

- Project Management Tools:** Microsoft Project, Trello, Smartsheet, Asana, Jira, Gantt Chart Tools
- Productivity & Collaboration:** Microsoft Office, Microsoft Teams, SharePoint, Google Workspace, Zoom
- Scheduling & Tracking:** Trello Boards, Smartsheet Template, Project Calendars, Resource Plans, Task Dependencies
- Documentation & Reporting:** Confluence, OneNote, Notion, Excel Templates, PDF Markup Tools
- Other Tools & Systems:** Windows Server, Office 365 Admin, PDF Editors, Online Forms(Google & Microsoft Forms)

## CORE COMPETENCIES

Project Scheduling | Team Coordination | Stakeholder Communication | Documentation Management | Task Prioritization