1. Kept projects on schedule by managing deadlines and adjusting workflows as needed.
2. Provided technical direction on [Type] projects and initiatives to other engineers, designers and technicians.
3. Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.
4. Formulated complete project plans and coordinated engineering, design and shop drawing efforts.
5. Transitioned projects from estimation and pre-construction phase to well-defined project execution plan.
6. Oversaw onboarding and mentorship, planned and executed meetings and developed project documentation.
7. Coordinated presentations for customers and project members detailing project scope, progress and results, keeping all entities well-informed of milestones and goals.
8. Checked compliance of company safety plan and delivered recommendations to address regulatory issues.
9. Tracked all hours and expenses to keep project on task and within budgetary parameters.
10. Liaised between [Type] facility and [Type] department, facilitating communications and keeping appropriate parties updated on project developments.
11. Supervised multiple projects from project start through delivery by prioritizing needs and delegating assignments.
12. Collaborated with project leaders to comply with accounting needs for project maintenance requirements.
13. Built strong relationships with internal and external stakeholders and devised strategies, initiatives, and events promoting products and services.
14. Developed executive presentations and reports to facilitate project evaluation and process improvement.
15. Collaborated with project owners and team members to set ambitious but achievable goals.
16. Maintained project schedules by managing timelines and making proactive adjustments.
17. Counseled departmental leaders to determine issues and deliver solutions to individualized problems and concerns.
18. Performed on-site field surveys and wrote technical narratives to document processes and design changes.
19. Oversaw productivity streams for ongoing and special projects.
20. Gathered requirements for ongoing projects and organized details for management use.