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