

George Walker

Project Coordinator

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Profile Summary

Dynamic and detail-oriented Project Coordinator with over 5 years of experience in managing cross-functional teams and executing strategic projects that align with corporate goals. Proven track record of ensuring projects are delivered on time and within budget, enhancing efficiency and productivity. Adept at stakeholder communication and working collaboratively to solve complex challenges.

Work Experience

Project Coordinator

Tech Innovations Inc.

1st Jan, 2022 - Present

- Led a team of 10 in launching a new software product, achieving a 20% increase in customer engagement.
- Coordinated project schedules and budgets, resulting in a 15% reduction in project costs through effective resource management.
- Facilitated communication between stakeholders and project teams, improving project completion rate by 30%.

Assistant Project Coordinator

Enterprise Solutions

1st Jun, 2018 - 31st Dec, 2021

- Assisted in the planning and execution of over 30 projects, maintaining 95% on-time delivery.
- Developed project tracking tools that increased team productivity by 25%.
- Improved interdepartmental communication processes, leading to a 20% enhancement in project outcomes.

Education

Harvard University

Bachelor of Arts in Management

1st Sep, 2014 - 31st May, 2018

Skills

Project Coordination, Budgeting, Communication, Time Management, Resource Allocation, Microsoft Office Suite, Jira

Notable Projects

Sustainable Development Project

Managed the Sustainable Development Project aimed at reducing the carbon footprint of the organization by 30% over three years through comprehensive process optimization and engagement with stakeholders.

Certifications

Project Management Professional (PMP)

Issued by Project Management Institute, 10th Mar, 2019

Awards

Excellence in Project Management

Awarded by American Project Management Association, 15th Aug, 2020