**Jackie Redwall**

jackie@email.com  (778) 555-0055  123 Powell St. Vancouver, BC V1C 2A2

**Objective**

Applying for the post of Project Coordinator at Sally’s Engineering & Technology. Bringing 3 years experience defining project tasks and deliverables, developing time, cost, and resource estimates, and ensuring that project activities are aligned with client objectives.

**Education**

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| **Fairleigh Dickinson University, Vancouver**Master of Science in Computer Science | January 2021 – August 2022GPA: 3.8 |
| **Sharif University of Technology, Tehran, Iran**Bachelor of Science in Computer Engineering | September 2016 – April 2020 |

**Experience**

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| **Sunburn Tech Inc, Vancouver***Project Management Co-op* | May 2022 – August 2022 |

* Managed hybrid project of developing company-wide tool for portfolio management and data driven decision-making
* Maintained Project Management sites for template storage, project statuses, dashboard updates, and general data organization on MS Project Web Application (PWA), MS Project and SharePoint for R&D projects
* Enhanced real-time documentation tracking process by facilitating transition from spread sheets to Spot fire in two weeks, as compared to planned 8-week timeline
* Adapted Spotfire system to capture data source and generated visualizations to facilitate data driven decision-making
* Conducted industry-wide analysis on portfolio management tools and made recommendations to fit company needs

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| **Togo Container, Mumbai, India***Project Coordinator, Business Analysis* | December 2019 – November 2020 |

* Improved 12% efficiency of production process through six sigma, DMAIC technique
* Reduced annual warehouse costs by 20% by Implemented JIT inventory control technique
* Increased annual gross profit by 40% by diversifying business from tableware to food and garment packaging

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| **Tehran Lion Entertainment, Mumbai, India***Operations Management Intern* | January 2019 – September 2019 |

* Led six-person global team to co-ordinate operations of daily dining areas with 530-person seating capacity
* Increased efficiency by 10% by creating and formalizing feedback gathering system from clientele for internal process improvements and documented term performance
* Designed a new automated process, reducing total service lead time and enhancing cross-functional coordination, optimizing a twenty old system to better serve a customer base which increased by 20% with limited staff

**Technical Skills**

**Project Management and Productivity Tools:** Waterfall, Agile Methodology-SCRUM, Six-Sigma, Risk Heat Mapping, Scheduling, Project, Excel, Outlook, SharePoint; PowerPoint, Google Sheets & Docs, Doodle Schedule**Data Analysis and Visualization:** Advanced Excel, Basic, Tableau

**Certifications**

Certified Scrum Master ®, Scrum Alliance (Jan. 2021-June 2023), Advanced Certification in Marketing Management; Advanced Certification in Human Resources Management