

# JOSEPH CORBIN

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IT project coordinator with a strong background in computer science, holding a master's degree in project management from Stanford University and a bachelor's degree in IT from MIT. Oversaw all aspects of IT projects, improved teamwork, and implemented risk management processes at Microsoft and IBM. Certified PMP and CSM.

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## KEY SKILLS

- IT systems improvement
- Risk management and mitigation
- Team collaboration

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## PROFESSIONAL EXPERIENCE

### IT Project Coordinator | June 2017 to present

Microsoft, Redmond, WA

- Managed over 20 on-time, under-budget IT projects
- Improved communication between the team and stakeholders, resulting in a 30% decrease in project misunderstandings and conflicts
- Established new risk management process that reduced project risks by 25%

### IT Project Assistant | May 2015 to June 2017

IBM, Armonk, NY

- Helped coordinate over 15 IT projects, contributing to their successful completion
- Facilitated communication between project teams and stakeholders, improving transparency and collaboration
- Uncovered and addressed project risks and issues, ensuring timely resolution and minimal impact on project timelines

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## EDUCATION

MS in Project Management,  
Stanford University, Stanford, CA

BS in IT,  
Massachusetts Institute of Technology, Cambridge, MA

BS in Computer Science,  
University of California, Berkeley, CA

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## PROFESSIONAL DEVELOPMENT

- CAPM, Project Management Institute (PMI)
- CSM, Scrum Alliance
- PMP, Project Management Institute (PMI)