

AB

Aiden Brooks

A dynamic special projects coordinator with 5 years of experience leading cross-functional teams to manage high-priority, time-sensitive projects. Known for streamlining processes, improving team collaboration, and ensuring seamless project execution. Adept at managing logistics, budgeting, and tracking project milestones.

CONTACT



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LinkedIn | Portfolio



Chicago, IL 60601

KEY SKILLS

- Project management
- Cross-departmental collaboration
- Process improvement
- Event planning

Professional Experience

SPECIAL PROJECTS COORDINATOR | BRIGHT INNOVATIONS, CHICAGO, IL
MARCH 2020 - PRESENT

- Coordinated over 15 high-priority projects simultaneously, ensuring each met deadlines and remained within budget
- Developed and implemented project management tools that increased efficiency by 20%
- Managed communication between internal departments and external stakeholders, ensuring all parties were aligned with project goals

PROJECT COORDINATOR | VANGUARD TECHNOLOGIES, CHICAGO, IL
JUNE 2016 - FEBRUARY 2020

- Supported senior project managers in overseeing complex projects across different industries
- Organized and facilitated project meetings, tracking progress and providing detailed reports
- Identified and resolved issues that could have delayed project timelines, leading to a 10% improvement in project delivery times

Education

- Bachelor of Science in Business Administration
University of Illinois, Chicago, IL | May 2016