

JOSEPH CORBIN

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PROFILE

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.

KEY SKILLS

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

PROFESSIONAL EXPERIENCE

IT Project Coordinator

Microsoft, Redmond, WA | June 2017 - Present

- 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

IBM, Armonk, NY | May 2015 - June 2017

- 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

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

PROFESSIONAL DEVELOPMENT

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