


Lucas Smith

A dedicated special projects coordinator with over 5 years of experience overseeing unique and high-priority projects across multiple industries. Skilled in managing diverse teams, creating detailed project plans, and ensuring all project requirements are met on time. Proven ability to handle multiple, concurrent projects while ensuring each one meets organizational goals.

CONTACT

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KEY SKILLS

- Project planning and execution
- Cross-functional team management
- Stakeholder communication
- Budget and timeline management

PROFESSIONAL EXPERIENCE

April 2018 - Present

Special Projects Coordinator, XYZ Enterprises | Los Angeles, CA

- Managed several high-priority projects for both internal and external stakeholders, ensuring timely and cost-effective delivery
- Coordinated project teams from various departments, fostering collaboration and efficiency
- Developed comprehensive project plans, including timelines, budgets, and resource allocation strategies

May 2015 - March 2018

Project Coordinator, BlueTech Solutions | Los Angeles, CA

- Coordinated project activities and team collaboration across a range of business units
- Helped streamline processes, increasing project efficiency by 20%
- Regularly provided updates and maintained comprehensive project documentation for stakeholders

EDUCATION

Master of Science in Project Management

University of California, Los Angeles, CA | May 2018

Bachelor of Arts in Business Administration

University of Southern California, Los Angeles, CA | February 2015