



Sophia Harris

Experienced senior project coordinator with over 10 years of experience in leading large-scale projects and managing teams. Expertise in risk management, team leadership, and client relations. Proven track record of successful project delivery, with a focus on exceeding project goals and stakeholder satisfaction.

CONTACT

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EDUCATION

Master of Project Management
University of Texas, Austin, TX
May 2014

Bachelor of Science in Business
Administration
University of Texas, Austin, TX
June 2010

KEY SKILLS

- Project leadership
- Cross-functional collaboration
- Risk management
- Stakeholder engagement

PROFESSIONAL EXPERIENCE

Senior Project Coordinator | GlobalTech, Dallas, TX
January 2016 - Present

- Led a team of 15+ project coordinators to manage over 30 simultaneous projects, ensuring on-time and within-budget delivery
- Developed and maintained risk management protocols that reduced project risks by 18%
- Coordinated with stakeholders to track project progress and resolve issues promptly, achieving a 95% stakeholder satisfaction rate

Project Coordinator | Tech Innovations, Dallas, TX
June 2010 - December 2015

- Coordinated a portfolio of 20+ projects, ensuring compliance with all deadlines and project scope
- Managed cross-functional teams, helping to align resources and priorities across departments
- Improved project efficiency by 25% by introducing new collaboration tools