

KM

Kevin Morrison

Project coordinator with a proven record in leading teams and delivering projects on time and within budget. Holds a master's degree in management from MIT and multiple project management certifications, including PMP and CAPM. Strong project management, collaboration, and time management skills, with a history of improving project efficiency and stakeholder satisfaction.

Location

Boston, MA 12345

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | portfolio

Education

Massachusetts Institute of Technology, Massachusetts

MS in Management

University of California, Berkeley, California

BBA

Pennsylvania State University, Pennsylvania

BS in Project Management

Key Skills

- Project management
- Team collaboration
- Time management

Professional Experience

Project Coordinator, Deloitte | San Francisco, CA

January 2020 - Present

- Lead a team of project coordinators, ensuring all project tasks are completed on time and within budget
- Managed and delivered over 10 successful projects, resulting in an average of 15% cost savings per project
- Set new project management strategies that improved overall project efficiency by 20%

Project Coordinator, PricewaterhouseCoopers | Los Angeles, CA

June 2017 - December 2019

- Managed multiple projects simultaneously, ensuring all projects were completed on time and within budget
- Helped develop project goals and strategies, resulting in a 10% increase in project success rate
- Communicated regularly with team members and stakeholders, improving project transparency and stakeholder satisfaction

Professional Development

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