

# Charlotte Mitchell

## ABOUT ME

A seasoned senior project coordinator with 10 years of experience managing large-scale projects across diverse industries, including healthcare, technology, and construction. Skilled in managing high-performing teams, ensuring stakeholder engagement, and delivering projects on time and within budget.

## PROFESSIONAL EXPERIENCE

### Senior Project Coordinator

Apex Construction, Los Angeles, CA | March 2015 - Present

- Managed over 20 large-scale projects, ensuring on-time and under-budget delivery
- Directed a team of 15 project managers and coordinators, improving team productivity by 20%
- Identified and resolved risks early, preventing delays and ensuring the success of complex projects

### Project Coordinator

GlobalTech Solutions, Los Angeles, CA | June 2012 - February 2015

- Coordinated and executed project plans for global clients, ensuring timely completion of tasks
- Developed project timelines, budgets, and resources, contributing to an overall 15% reduction in project costs
- Worked with senior leadership to ensure alignment with organizational goals and client expectations



## CONTACT



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LinkedIn | Portfolio



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## EDUCATION

### Master of Project Management

University of Southern California, Los Angeles, CA  
May 2012

### Bachelor of Science in Business Administration

University of California, Los Angeles, CA  
February 2009

## KEY SKILLS

- Project lifecycle management
- Budget and resource management
- Leadership and team development
- Risk analysis and mitigation