Lucas Reed

A results-oriented technical project coordinator with 6 years of experience in overseeing IT and technical projects, ensuring successful execution through expert communication, scheduling, and risk management. Proficient in Agile methodologies, IT project management tools, and cross-functional collaboration.

CONTACT

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KEY SKILLS

- IT project management
- Risk mitigation
- Agile methodologies
- Cross-functional team coordination

PROFESSIONAL EXPERIENCE

January 2019 - Present

Technical Project Coordinator | TechNet Solutions | Austin, TX

- Coordinated over 10 IT projects, from initial planning to final implementation, ensuring that all milestones were met on time and within budget
- Managed technical teams using Agile methods, improving the efficiency of project execution by 25%
- Collaborated with clients to gather requirements and ensure that project deliverables met specifications

June 2015 - December 2018

IT Project Assistant | NextGen IT | Austin, TX

- Assisted in managing the schedules, budgets, and resources for IT projects, improving on-time delivery rates by 20%
- Helped prepare project status reports, outlining progress, risks, and key metrics for senior management
- Facilitated communication between technical teams and stakeholders to ensure alignment on project objectives

EDUCATION

Bachelor of Science in Information Technology

University of Texas, Austin, TX | April 2015