

Natalie Rodriguez

Project Coordinator

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- Project Coordinator with 4+ years coordinating cross-functional teams across 20+ successful product launches and system implementations
- Experienced in managing project schedules, budgets up to \$750K, and stakeholder communications for teams of 25+ members
- Proven track record of improving on-time delivery from 75% to 98% through implementation of streamlined tracking systems
- Skilled in facilitating communication between technical and non-technical stakeholders across multiple time zones

WORK EXPERIENCE

TechFlow Solutions

March 2022 - Present

Project Coordinator

- Coordinated 15 software development projects simultaneously, managing timelines and deliverables for agile teams of 8-12 members each
- Facilitated daily standups and sprint planning meetings, reducing project delays by 35% through proactive bottleneck identification
- Implemented Monday.com project tracking system across 4 departments, improving team visibility and collaboration efficiency by 40%
- Managed vendor relationships and procurement processes for projects totaling \$500K annually, maintaining 100% budget adherence
- Coordinated product launch events and stakeholder presentations, supporting successful delivery of 8 major client implementations

Global Marketing Group

June 2020 - February 2022

Administrative Coordinator

- Orchestrated 12 marketing campaign launches per quarter, coordinating between creative, digital, and client services teams
- Streamlined project documentation processes using Asana, reducing information retrieval time by 50% and eliminating duplicate work
- Facilitated weekly cross-departmental meetings with 15+ stakeholders, maintaining project alignment and communication flow
- Managed conference and event logistics for 200+ attendee corporate events, coordinating vendors and budgets up to \$150K
- Developed standardized project intake forms and workflows, improving project initiation efficiency by 30%

Meridian Consulting

August 2019 - May 2020

Operations Assistant

- Supported project managers on 6 concurrent client engagements, tracking deliverables and milestone completion
- Coordinated client communications and status reporting, maintaining 95% client satisfaction scores through timely updates
- Assisted in office relocation project affecting 50+ employees, managing timeline coordination and vendor communications
- Maintained project documentation and filing systems, ensuring 100% compliance with client confidentiality requirements

EDUCATION

University of Texas at Austin

May 2019

Bachelor of Business Administration | GPA: 3.7

Relevant Coursework: Project Management Fundamentals, Operations Management, Business Communications, Data Analysis

Dean's List: Fall 2018, Spring 2019

Capstone Project: Led 6-person team analyzing supply chain optimization for local retailer, presenting findings to executive panel

SKILLS

Project Management Tools

- MS Project (Gantt charts, resource allocation), Monday.com, Asana, Trello
- JIRA (Scrum/Kanban boards), Confluence documentation

Data Analysis & Reporting

- Advanced Excel (Pivot Tables, VLOOKUP, conditional formatting)
- Tableau basics, Google Analytics, Power BI dashboards

Communication Platforms

- Slack, Microsoft Teams, Zoom, SharePoint collaboration

CORE COMPETENCIES

Stakeholder Management

Experience managing expectations across C-level, vendors, and team members

Risk Assessment

Proactive identification and mitigation planning for project bottlenecks

Cross-functional Collaboration

Coordinated teams across IT, Marketing, Sales, and Operations departments

Budget Tracking

Monitored project expenses and resource allocation within approved parameters

CERTIFICATIONS

Google Project Management Certificate

January 2024

Google

CAPM (Certified Associate in Project Management)

Expected completion: April 2024

PMI

Scrum Fundamentals Certified

October 2023

ScrumStudy

AWARDS & RECOGNITION

Employee Excellence Award

2023

TechFlow Solutions

Recognized for implementing new project tracking methodology that improved cross-team visibility and reduced project delays by 35%

Outstanding Collaboration Award

2021

Global Marketing Group

Honored for successfully coordinating emergency campaign launch with 48-hour turnaround, managing 3 departments and external vendors

Process Improvement Recognition

2020

Meridian Consulting

Acknowledged for developing client communication templates that became standard practice, improving response time by 25%