



## International Project Coordinator

# Sarah Shipley

### Professional summary

Dynamic and results-oriented International Project Coordinator with experience in managing complex projects across global markets. Proven track record of leading cross-functional teams to successful project completion, ensuring adherence to budgets and timelines. Skilled in developing and implementing project plans, conducting risk assessments, and fostering strong relationships with international stakeholders.

### Experience

#### International Project Coordinator

May 2021 - Now

Vivo Tech / United States, New York

- Lead cross-functional teams in the planning, execution, and monitoring of international projects spanning North America, Europe, and Asia.
- Coordinate project activities across multiple countries, managing stakeholders and ensuring clear communication channels.
- Conduct regular project status meetings and prepare detailed reports for senior management, highlighting key milestones and outcomes.
- Foster strong relationships with international partners and vendors, negotiating contracts and managing procurement processes.

#### Project Manager

January 2016 - March 2021

Brandify / United Kingdom, Remote

- Managed a portfolio of international projects across Europe, overseeing project lifecycles from inception to delivery.
- Collaborated with diverse teams and stakeholders to define project scope, objectives, and deliverables.
- Monitored project progress, identified risks, and implemented effective mitigation strategies to ensure on-time and within-budget completion.
- Facilitated communication among team members, clients, and vendors, ensuring alignment with project goals and client expectations.

#### Project Assistant

May 2014 - December 2015

Digita Buzz / Spain, Remote

- Provided administrative support to international project teams, facilitating seamless coordination and communication.
- Assisted in organizing international conferences and workshops, handling logistics, and coordinating travel arrangements.
- Maintained project documentation and prepared detailed reports for project managers and stakeholders.

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Remote

### Education

#### Master of International Business

2012 - 2014

INSEAD

France, Fontainebleau

- **Specialized coursework** in Global Strategy, International Finance, and Cross-Cultural Management.
- **Thesis:** "Impact of Cultural Dimensions on International Project Management Effectiveness."

#### Bachelor of Arts in International Relations

2008 - 2012

University of Dayton

United States, Dayton, OH

### Skills

Analytical Thinking



Documentation and Reporting



Negotiation Skills



Resource Allocation



Risk Assessment



### Languages

Spanish (advanced)