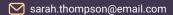
# **ESUME**

# Sarah Thompson

**Project Coordinator** 

#### CONTACT







#### **PROFESSIONAL SUMMARY**

Results-driven project management professional with over 9 years of experience in leading high-level projects and managing teams across various industries. Proven ability to deliver multimillion-dollar projects on time and within budget. Seeking to leverage my extensive experience in a project coordinator role to contribute to a dynamic team.

### **EXPERIENCE**

# Senior Project Manager

Tech Innovations / Remote

#### 2018 - Now

- Led a team of 20+ in managing multiple high-stakes projects with budgets exceeding million.
- Developed and implemented strategic project management processes, increasing efficiency by 30%.
- Oversaw stakeholder communication and managed relationships with clients to ensure project alignment with business goals.

## **Project Manager**

Tech Pioneers, Inc. / New York, NY

#### 2015 - 2017

- Managed a portfolio of projects from initiation to completion, consistently meeting or exceeding project deadlines.
- Conducted project risk assessments and implemented mitigation strategies to ensure project success.
- Prepared and presented project documentation, including proposals, status reports, and post-project evaluations.

#### **EDUCATION**

#### **Bachelor of Business Administration**

University of New York - New York, NY

Graduated: May 2011

# SKILLS

Project Management	Team Leadership
Strategic Planning	Stakeholder Engagement
Budget Management	Microsoft Office Suite (Excel, Word, PowerPoint)

Project Management Software (Asana, Trello)