

# Jailin Consolo

Assistant Project Manager

## Profile

Dedicated Assistant Project Manager with 2 years of experience in successfully coordinating and executing complex projects across diverse industries. Adept at collaborating with cross-functional teams, managing budgets and schedules, and ensuring timely delivery of high-quality outcomes. Proven ability to identify and mitigate risks, streamline processes, and foster clear communication among stakeholders. Committed to continuous improvement and striving for excellence in project management best practices.

## Employment History

### Assistant Project Manager at Sandia National Laboratories, NM

Feb 2023 - Present

- Successfully managed a \$5 million project, resulting in a 10% cost savings and completion 3 months ahead of schedule.
- Coordinated with a team of 15 engineers and scientists to develop a new prototype, reducing testing time by 25% and increasing efficiency by 15%.
- Implemented risk mitigation strategies that reduced project risks by 30%, ensuring timely delivery and significantly improving stakeholder satisfaction.
- Streamlined communication processes between cross-functional teams, leading to a 20% increase in project collaboration and a 15% reduction in miscommunications.

### Junior Assistant Project Manager at Jaynes Corporation, NM

Jul 2021 - Dec 2022

- Successfully managed a \$3 million project, completing it on time and within budget, resulting in a 10% profit increase for Jaynes Corporation in NM.
- Coordinated a team of 20 professionals, achieving a 15% increase in efficiency and reducing project completion times by an average of 2 weeks.
- Implemented new project management software, streamlining processes and improving communication among team members, leading to a 5% reduction in project costs.
- Oversaw the successful completion of 4 major projects within 2 years, with a total value of \$12 million, contributing significantly to the company's growth and reputation in the industry.

## Education

### Bachelor of Science in Project Management at New Mexico State University, Las Cruces, NM

Aug 2016 - May 2021

Relevant Coursework: Project Planning and Scheduling, Risk Management, Quality Management, Cost and Budget Management, Team Leadership and Collaboration, Procurement and Contract Management, Agile Project Management, and Business Communication.

## Details

[jailin.consolo@gmail.com](mailto:jailin.consolo@gmail.com)

(111) 717-5305

1234 Desert Breeze Rd,  
Albuquerque, NM 87123

## Links

[linkedin.com/in/jailinconsolo](https://www.linkedin.com/in/jailinconsolo)

## Skills

Scheduling

Budgeting

Risk assessment

Microsoft Project

Agile methodologies

Stakeholder communication

Team coordination

## Languages

English

Indonesian

## Hobbies

Photography

Gardening

Playing a musical instrument