

Mayana Baril

Junior Project Manager

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📍 1234 Elm Street, Columbus,
OH 43215

Education

**Bachelor of Business
Administration in Project
Management at Ohio State
University, Columbus, OH**

Sep 2017 - May 2022

Relevant Coursework:

Project Management
Principles, Business
Administration, Operations
Management, Strategic Planning,
Organizational Behavior,
Financial Management, Risk
Management, Quality Control,
Human Resources, Procurement
and Contract Management, and
Business Analytics.

Links

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

Skills

GanttPro

Trello

Asana

Basecamp

Smartsheet

Microsoft Project

Wrike

Languages

English

Japanese

Profile

Results-oriented Junior Project Manager with 1 year of experience in managing and delivering projects within time and budget constraints. Demonstrated expertise in stakeholder coordination, resource allocation, and risk mitigation. Proven track record of fostering effective team collaboration and applying strong problem-solving and communication skills to successfully execute projects. Eager to contribute to the success of your organization through continuous growth and improvement.

Employment History

Assistant Project Manager at Cintas Corporation, OH

Mar 2023 - Present

- Successfully managed a team of 20+ employees to complete a \$1.5 million project, resulting in a 15% increase in revenue for Cintas Corporation in 2019.
- Streamlined project management processes, reducing project completion time by 25% and saving the company \$500,000 in labor costs over two years.
- Implemented a new project tracking system that increased efficiency by 30%, leading to a 10% reduction in project delays and a 5% increase in customer satisfaction ratings.
- Led the development and implementation of a training program for new Assistant Project Managers, reducing onboarding time by 50% and increasing overall team productivity by 20%.

Project Coordinator at Cardinal Health, OH

Aug 2022 - Feb 2023

- Successfully coordinated the completion of 5 major projects within a year, resulting in a 20% increase in overall productivity for the department.
- Streamlined project management processes by implementing a new project tracking software, leading to a 30% reduction in time spent on administrative tasks and a 15% increase in project completion rates.
- Oversaw a team of 10 cross-functional team members and effectively managed project budgets, with an average cost savings of \$50,000 per project by identifying and addressing inefficiencies.

Certificates

Project Management Professional (PMP)

Dec 2021

Certified Associate in Project Management (CAPM)

Dec 2019

Memberships

Project Management Institute (PMI)