


Vernona Kuyrkendall

Program Administrator

Results-oriented Program Administrator with 2 years of experience in managing and coordinating various programs, including budgeting, scheduling, and reporting. Skilled in streamlining operations, improving team efficiency, and fostering relationships with key stakeholders. Demonstrated ability to analyze program performance, identify areas of improvement, and implement effective solutions, ensuring program success and sustainability. Strong communication and organizational skills, with a focus on delivering high-quality service and support to cross-functional teams.

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123 Elm Street, Boise, ID 83702 

Education

Master of Public Administration at Boise State University, ID

Aug 2017 - May 2021

Relevant Coursework: Public Policy Analysis, Organizational Management, Public Finance and Budgeting, Research Methods, Program Evaluation, Human Resource Management, Strategic Planning, and Ethics in Public Administration.

Links

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

Skills

Budgeting



Scheduling



Microsoft Excel



Conflict Resolution



Team Management



Salesforce CRM



Risk Assessment



Languages

Employment History

Program Administrator at Haylor, Freyer & Coon, Inc., ID

Feb 2023 - Present

- Implemented a new project management system, resulting in a 25% increase in efficiency and a 15% reduction in project completion time for the company's clients.
- Successfully managed a team of 20 professionals, leading to a 95% on-time project completion rate and a 30% increase in client satisfaction ratings.
- Secured over \$2 million in grants and funding for various programs, contributing to a 40% growth in the company's overall budget during their tenure.
- Streamlined internal processes and procedures, reducing administrative overhead by 20% and cutting down on unnecessary expenditures by 10%.

Assistant Program Administrator at PayneWest Insurance, ID

Sep 2021 - Dec 2022

- Successfully streamlined the onboarding process for new clients, reducing the average time taken by 25% and increasing client satisfaction by 15%.
- Implemented an efficient tracking system for program activities, resulting in a 30% reduction in administrative errors and improving overall program performance.
- Coordinated and organized a series of training workshops for over 200 employees, leading to a 10% increase in overall productivity and enhancing employee skill sets.

Certificates

Project Management Professional (PMP)

Sep 2021

Certified Nonprofit Professional (CNP)

Aug 2020

Memberships

Project Management Institute (PMI)