

# Akia Densel

Project Administrator

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## EDUCATION

### Bachelor of Business Administration in Project Management at Kansas State University, Manhattan, KS

Sep 2018 - May 2022

Relevant Coursework: Project Management Principles, Operations Management, Business Strategy, Financial Management, Risk Management, Quality Management, Human Resource Management, Business Analytics, and Leadership & Team Development.

## LINKS

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

## SKILLS

SharePoint

Trello

Asana

Smartsheet

Basecamp

Microsoft Project

GanttPRO

## LANGUAGES

English

Italian

## HOBBIES

## PROFILE

Diligent Project Administrator with 1 year of experience in effectively supporting project teams by coordinating resources, managing documentation, and streamlining communication. Proven ability to maintain schedules, track project progress, and identify areas for improvement. Adept in facilitating collaboration and fostering a positive work environment. Committed to consistently delivering high-quality results and contributing to project success.

## EMPLOYMENT HISTORY

### ● Project Administrator at Cintas Corporation, KS

Feb 2023 - Present

- Successfully managed a team of 15 staff members in completing over 100 projects within budget and on schedule, resulting in a 35% increase in overall project efficiency.
- Streamlined the project administration process by implementing a new project management software, leading to a 25% reduction in administrative workload and a 20% increase in project completion rate.
- Developed and executed a comprehensive training program for new hires, reducing the onboarding time by 50% and increasing employee retention rate by 30%.
- Coordinated cross-functional collaboration between multiple departments, resulting in a 40% improvement in communication efficiency and a 15% reduction in project-related issues.

### ● Assistant Project Administrator at Burns & McDonnell, KS

Jul 2022 - Jan 2023

- Successfully coordinated and completed a \$2 million infrastructure project within the allocated budget and timeline, resulting in a 10% increase in client satisfaction.
- Streamlined project communication by implementing a centralized project management system, reducing email correspondence by 40% and improving overall team efficiency by 15%.
- Assisted in the development of a resource allocation plan which optimized workforce distribution across multiple projects, leading to a 20% reduction in overtime costs and a 25% increase in on-time project delivery.
- Conducted thorough risk assessments for 10+ projects, identifying and mitigating potential issues early on, resulting in a 30% decrease in project delays and cost overruns.

## CERTIFICATES

### Project Management Professional (PMP)

Apr 2022

### Certified Associate in Project Management (CAPM)

Oct 2020

## MEMBERSHIPS