LOREL KANAZAWA

Project Analyst

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(364) 882-1738
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PROFILE

Project Analyst with 1 year of experience in providing critical support for project planning, execution, and management. Skilled in analyzing project data, identifying potential risks, and monitoring performance to ensure timely completion and adherence to budgetary requirements. Proficient in utilizing project management tools and software to streamline processes and improve communication among stakeholders. Adept at preparing reports, presentations, and recommendations to facilitate decision-making and drive project success. Demonstrates strong analytical, problem-solving, and communication skills, contributing to improved efficiency and project outcomes.

LINKS

linkedin.com/in/lorelkanazawa

SKILLS

Data Visualization

Risk Assessment

Stakeholder Management

Microsoft Project

Agile Methodologies

Tableau Software

Financial Modeling

LANGUAGES

English

EMPLOYMENT HISTORY

Senior Project Analyst at Leidos, MD
Feb 2023 - Present

- Successfully managed a $5 million project, resulting in a 10% cost reduction and on-time delivery of key milestones for a major government client.
- Streamlined project management processes, increasing team efficiency by 20% and reducing project completion time by 15%.
- Led a cross-functional team of 12 members to analyze and optimize a critical business process, achieving a 25% increase in productivity and saving the company $2 million annually.
- Developed and implemented a risk management strategy for a high-priority project, mitigating potential issues and ensuring a successful completion within budget and ahead of schedule.

Project Analyst at Booz Allen Hamilton, MD
Jul 2022 - Dec 2022

- Successfully managed a $5 million project for a government client, leading to a 15% reduction in operational costs and a 20% increase in efficiency within the first year of implementation.
- Developed and implemented a comprehensive project tracking system that streamlined processes, resulting in a 25% reduction in project delays and a 10% increase in on-time project completions.
- Conducted in-depth data analysis and provided actionable insights to senior leadership, leading to a strategic shift in resource allocation that saved the company $2 million in annual expenses.

EDUCATION

Bachelor of Business Administration in Project Management at University of Maryland, College Park, MD
Sep 2018 - May 2022

Relevant Coursework: Project Management Principles, Operations Management, Business Analytics, Strategic Planning, Financial Management, Marketing, Risk Management, Quality Control, Procurement and Supply Chain Management, Leadership and Team Management, and Business Ethics.

CERTIFICATES

Project Management Professional (PMP)
Oct 2021

Agile Certified Practitioner (PMI-ACP)
May 2020