

Irlene Engelbrecht

Project Assistant

Profile

Project Assistant with 1 year of experience in providing administrative and operational support to project teams. Proficient in project coordination, documentation, and stakeholder communication. Demonstrates strong organizational, time management, and problem-solving skills. Committed to contributing to project success and ensuring efficient workflow.

Employment History

Project Assistant I at Cushman & Wakefield, GA

Mar 2023 - Present

- Successfully managed a cross-functional team of 8 members, resulting in the completion of 15 commercial real estate projects within a year, leading to a 20% increase in client satisfaction ratings.
- Streamlined project documentation processes, reducing the time spent on administrative tasks by 30% and allowing the team to focus more on strategic initiatives and client relations.
- Implemented a new project management software, leading to a 25% improvement in overall project efficiency and a 15% reduction in project delays.
- Assisted in the negotiation and closing of 5 major lease agreements, resulting in over \$2 million in annual revenue for the company.

Project Assistant II at CBRE Group, GA

Sep 2022 - Feb 2023

- Successfully managed and coordinated over 50 commercial real estate projects within a year, ensuring timely completion and staying within budget, resulting in a 95% client satisfaction rate.
- Streamlined project documentation processes, reducing paperwork by 30% and improving overall project efficiency by 15%, leading to faster project turnaround times and increased team productivity.
- Assisted in securing \$10 million worth of new business contracts by conducting comprehensive market research, preparing competitive proposals, and facilitating effective communication between clients and project teams.

Education

Associate of Applied Science in Project Management at Savannah Technical College, Savannah, GA

Sep 2018 - May 2022

Relevant Coursework: Project Management Principles, Cost and Budget Analysis, Risk Management, Quality Control, Team Leadership, Agile and Scrum Methodologies, Time Management, and Microsoft Project.

Certificates

Project Management Professional (PMP)

Feb 2022

Details

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Links

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

Skills

Time-management

Microsoft Excel

Trello

Asana

Gantt charts

Google Drive

Slack

Languages

English

Bengali

Hobbies

Photography

Gardening

Playing a musical instrument