

# ETHELEEN CLOWDIS

Project Management Specialist

[etheleen.clowdis@gmail.com](mailto:etheleen.clowdis@gmail.com)

(146) 240-4274

123 Maple Street, Burlington, VT 05401



## PROFILE

A highly skilled Project Management Specialist with 5 years of experience in efficiently leading cross-functional teams, driving project success, and improving organizational processes. Adept at developing and implementing project plans, managing budgets and resources, and utilizing exceptional problem-solving abilities to deliver complex projects on time and within scope. Strong communicator and collaborator, committed to fostering a positive work environment and maintaining excellent stakeholder relationships. Holds a PMP certification and is proficient in project management tools and methodologies.

## LINKS

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

## SKILLS

GanttPro

Trello

Asana

Basecamp

Smartsheet

Microsoft Project

Wrike

## LANGUAGES

English

Mandarin

## EMPLOYMENT HISTORY

### ● Project Management Specialist at Green Mountain Project Management, VT

Apr 2023 - Present

- Successfully completed a \$2 million energy-efficient infrastructure project within budget and 2 months ahead of schedule, resulting in a 25% reduction in energy costs for Green Mountain Project Management.
- Streamlined the project management process by implementing a new project management software, leading to a 30% increase in team productivity and reducing the average project completion time by 15%.
- Led a cross-functional team of 20 professionals to design and implement a sustainable waste management system for a large client, achieving a 50% reduction in waste production and saving the client \$500,000 annually in waste disposal costs.
- Secured \$1 million in federal grants for renewable energy projects in Vermont, enabling Green Mountain Project Management to expand its portfolio and create 50 new high-paying jobs in the local community.

### ● Associate Project Management Specialist at Vermont Project Management Services, VT

Sep 2018 - Feb 2023

- Successfully managed a \$2 million infrastructure project, resulting in a 10% reduction in overall project costs and completion two months ahead of schedule.
- Implemented a new project management software system, increasing team efficiency by 25% and reducing project delays by 15%.
- Coordinated and led a cross-functional team of 20 members on a high-profile project, achieving all milestones and delivering the project within budget and on time.
- Streamlined the project management process for a portfolio of 12 projects, reducing administrative workload by 30% and improving project status reporting accuracy by 20%.

## EDUCATION

### Master of Science in Project Management at University of Vermont, Burlington, VT

Sep 2014 - May 2018

Relevant Coursework: Project Planning and Control, Risk Management, Quality Management, Procurement and Contract Management, Agile Project Management, Strategic Management, Cost Estimation and Budgeting, Leadership and Team Management, and Performance Metrics and Evaluation.