

Ada Golphenee

Project Officer

Profile

Details

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(562) 000-5038

1234 Mountain View Rd, Cheyenne, WY 82001

Project Officer with 2 years of experience in efficiently coordinating and managing projects across various sectors. Proficient in project planning, monitoring progress, and ensuring timely completion while adhering to budget constraints. Demonstrated ability to work collaboratively with cross-functional teams and effectively communicate with stakeholders. Strong problem-solving skills and a keen eye for detail contribute to consistent success in delivering quality results.

Employment History

Project Officer at Wyoming Department of Transportation, WY

Mar 2023 - Present

- Successfully managed a \$50 million highway improvement project, completing it on time and within budget while increasing overall road safety by 20%.
- Oversaw the implementation of a new traffic management system, resulting in a 15% reduction in congestion and a 10% decrease in travel times for motorists.
- Coordinated the procurement and installation of energy-efficient LED lighting across 200 miles of Wyoming highways, reducing energy consumption by 40% and saving the department \$2 million annually.
- Led a team of engineers and contractors in the construction of a new bridge, improving connectivity for local communities and supporting economic growth in the area.

Assistant Project Officer at Wyoming Infrastructure Authority, WY

Jul 2021 - Jan 2023

- Successfully managed a \$30 million infrastructure project, overseeing its completion within the allocated budget and six months ahead of schedule, resulting in improved transportation efficiency across Wyoming.
 - Coordinated with a team of 20 experts to develop and implement a comprehensive plan for the upgrade of 50 miles of water infrastructure, contributing to a 30% increase in water supply capacity for rural communities.
 - Played a crucial role in securing over \$10 million in state and federal funding for critical infrastructure projects, enabling the completion of essential upgrades and enhancements to public facilities throughout Wyoming.
 - Implemented a streamlined reporting system that reduced administrative workload by 25% for the project management team, allowing for more efficient use of resources and faster decision-making processes.
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Education