

Judylynn Gonzalezramos

Project Coordinator

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☎ (398) 856-8231

📍 123 Maple Street, Little Rock,
AR 72201

Education

Bachelor of Arts in Project Management at University of Arkansas, Fayetteville, AR

Sep 2018 - May 2022

Relevant Coursework: Project Planning and Scheduling, Risk Management, Quality Management, Cost and Budget Management, Team Building and Leadership, Agile and Scrum Methodologies, Project Performance Evaluation, and Stakeholder Management.

Links

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

Skills

Project management

Communication skills

Time management

Problem-solving abilities

Team collaboration and leadership

Budgeting and financial planning

Risk assessment and mitigation

Languages

English

Japanese

Profile

As a dedicated Project Coordinator with over one year of experience, I have demonstrated a strong ability to manage multiple projects concurrently while maintaining excellent communication and interpersonal skills. My background includes working closely with cross-functional teams and key stakeholders to achieve project goals, as well as utilizing my exceptional organizational and problem-solving abilities to ensure projects are completed on time and within budget. My aptitude for adaptability and resilience allowed me to thrive in fast-paced, ever-changing environments, and my commitment to continuous improvement led to increased efficiency and success within the projects I coordinated. Overall, my proven track record of managing and delivering projects showcases my ability to excel in a Project Coordinator role.

Employment History

Project Coordinator at Walmart, AR

Mar 2023 - Present

- Successfully managed a team of 20 in coordinating over 100 projects within a fiscal year, leading to a 15% increase in overall project efficiency and a 10% reduction in project delays.
- Implemented a new project management software, resulting in a 25% improvement in project tracking and communication across all departments, ultimately leading to better collaboration and faster project completion.
- Streamlined the project approval process by creating a centralized system, reducing the average approval time from 3 weeks to just 1 week, increasing the number of projects completed on time by 20%.
- Developed a comprehensive training program for new Project Coordinators, reducing onboarding time by 50% and increasing overall team productivity by 15%.

Assistant Project Coordinator at Dillard's, AR

Sep 2022 - Jan 2023

- Successfully managed and coordinated 20+ projects within a year, resulting in a 15% increase in overall project efficiency and a 10% reduction in costs for Dillard's, AR.
- Played a key role in streamlining the communication process between project teams, leading to a 25% reduction in miscommunications and delays, ultimately saving over \$50,000 in project costs.
- Developed and implemented a new project tracking system that increased on-time project completion rates by 35%, contributing to a significant improvement in customer satisfaction ratings.
- Assisted in the negotiation and securing of contracts with 10+ vendors, resulting in an overall cost savings of 20% for Dillard's, AR projects.

Certificates

Project Management Professional (PMP)

Jul 2021

Certified Associate in Project Management (CAPM)

Apr 2020