



Tim Spell

Project Coordinator

CONTACT

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United States, Los Angeles, 2160 Hillcrest Lane Riverside

EDUCATION

2012 - 2016

Bachelor of Science (BS)

Metropolitan University, United States, San Francisco, CA

GPA 3.4

LANGUAGES

- Chinese
- Spanish

PROFESSIONAL SUMMARY

Results-driven project coordinator with a robust history of successfully managing complex projects. Proven expertise in overseeing project lifecycles, ensuring efficiency and excellence. Committed to achieving project objectives and surpassing organizational goals.

EXPERIENCE

Project Coordinator 2020 - Now
Tech Innovators Inc., United States, San Francisco, CA

- Successfully coordinate the implementation of a million infrastructure upgrade project, leading to a 20% improvement in operational efficiency.
- Facilitate effective communication between project teams, resulting in a 15% reduction in project timeline.

Project Assistant 2016 - 2019
Dynamic Solutions LLC, United States, Los Angeles, CA

- Conducted research for project proposals and presentations
- Communicated with clients regarding project updates
- Managed project documentation and filing systems

SKILLS

Project Management	★★★★★
Resource Allocation	★★★★★
Documentation and Reporting	★★★★★
Analytical Thinking	★★★★★
Negotiation Skills	★★★★★
Problem-solving	★★★★★

COURSES

Project Management Professional (PMP) 2021
PMI