



## Project Coordinator

# Latosha Roberts

### Professional summary

Adaptable and organized project coordination and a passion with a background in creating efficient systems. Leveraging 3 years of experience as a Project Coordinator, have developed strong multitasking, communication, and problem-solving skills.

### Experience

#### Full-Time Parent

January 2022 - Now

United States, Boise, ID

- Successfully manage household finances, implementing budgeting strategies for effective cost savings.
- Establish and maintain organizational systems, optimizing daily routines.
- Coordinate family schedules, ensuring seamless management of appointments and activities for three children.
- Develop and implement educational activities, fostering a stimulating learning environment.

#### Project Coordinator

December 2018 - November 2021

Tech Soll Inc. / United States, Remote

- Coordinated project activities, ensuring timelines and deliverables were met for multiple projects.
- Facilitated communication between team members and external stakeholders.
- Maintained documentation accuracy, meeting standards.
- Contributed to process improvements that enhanced team efficiency.

### Volunteer Experience

#### Community Outreach Alliance Volunteer

March 2023 - August 2023

United States, Boise, ID

Coordinated and led a team of 10 volunteers in community outreach initiatives.

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### Education

#### Bachelor of Science in Business

2014 - 2018

University of Idaho

United States, Moscow

### Skills

Documentation and Reporting

Budgeting

Resource Allocation

Risk Assessment

Analytical Thinking

### Hobbies

Puzzles

Board Games