

Milo the Lynx
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Professional Summary

Responsible Operations Coordinator trained to serve the needs of the company while taking into account the busy schedules of the departmental managers and executives. Proven history of coordinating large projects, conflict resolution and project personnel recruiting. Dedicated to giving each department exactly what it needs to successfully complete their projects.

Core Qualifications

Time Management
Project Management
Corporate Recruiting
Personnel Resource Allocation
Personnel Conflict Resolution
Project Scheduling

Experience

Operations Coordinator, November 2009 – May 2015

Company Name, City, State

Responsible for developing project schedules for cross-departmental projects.

Assisted in hiring part-time and seasonal employees.

Worked closely with executive team to coordinate the physical expansion of the facility.

Operations Coordinator, June 1997 – January 2005

Company Name, City, State

Developed more efficient channels of communication between departments.

Assisted in coordinating the quarterly inventory project.

Involved in all of the business planning meetings with managers and executives.

Education

2013 Bachelor of Science, Human Resources

University of Colorado Denver – Denver, CO