

Corrinne Morgan
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Profile

Recent graduate of the University of Pittsburgh with the Certified Associate in Project Management (CAPM) credential. Organized professional with strong attention to detail and excellent communication skills. Extensive experience using Slack, Asana, Microsoft Project and other collaboration tools to increase productivity and enhance communication among project team members. Currently pursuing a master's degree in business administration with an emphasis in project management.

Key Skills

- Assisting project managers with resource allocation and task delegation
- Ordering materials for projects and ensuring that they are received in a timely manner; following up on late deliveries with vendors
- Preparing cost estimates and determining how much to set aside for potential cost overruns
- Project planning, scheduling and budgeting
- Using software and mobile applications to collaborate with project team members and ensure that clients receive timely updates on their projects

Education

Bachelor of Science in Business Administration, 3.8 GPA

University of Pittsburgh Pittsburgh, PA, May 2019

- Business information systems
- IT applications for business
- Project management fundamentals

Professional Experience

Project Manager Assistant, Phoenix Consulting, Pittsburgh, PA

August 2019 - Present August 2019 - Present

- Support project managers by ordering project materials, answering client questions, scheduling project meetings, setting up audiovisual equipment for presentations and preparing invoices for completed project work
- Track requests for information sent to clients and outside consultants
- Send completed project proposals to potential clients in the IT industry; follow up on proposals by contacting recipients and sharing their questions and concerns with project management team