

COLIN MICHAELS

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Senior project coordinator capable of handling complex projects in a variety of industries. Consistently completes projects ahead of schedule and under budget. Can manage cross-functional teams of all sizes and have extensive leadership experience. Experienced in coordinating multi-million dollar public-private partnership projects.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

Indiana University of Pennsylvania,
Indiana, PA
September 2008 - May 2012

KEY SKILLS

- Attention to detail and time management
- Able to maximize resources and manage budgets
- Capable of working with clients and colleagues from diverse backgrounds

CERTIFICATIONS

- Project Management Professional, Project Management Institute, 2018

PROFESSIONAL EXPERIENCE

PROJECT COORDINATOR

WSF Agency, Lincoln, NE
March 2015 - Present

- Manage a team of 12 junior project coordinators and develop comprehensive onboarding programs for new hires
- Handle projects for 7 to 10 clients and successfully prioritize competing deadlines
- Create internal processes for tracking project progress and utilize advanced project management software

ASSISTANT PROJECT COORDINATOR

Roosevelt Construction,
New York, NY
June 2012 - March 2015

- Assisted with creating property development plans and oversaw timelines and budgets
- Instituted a new safety protocol for construction sites resulting in a 30% decrease in annual workplace accidents
- Compiled detailed status reports and proactively supported company goals and objectives