

SERAPHINA SINCLAIR

Senior Project
Coordinator

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📞 (123) 456-7890

📍 Seattle, WA

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Science
Engineering

University of Washington

📅 2007 - 2011

📍 Seattle, WA

SKILLS

- Microsoft Project
- Asana
- Zoom
- Microsoft Excel
- RiskPoynt
- Teamdeck
- Google Workspace
- Trello
- Toggl
- Salesforce

CAREER SUMMARY

Seasoned Project Coordinator with 12 years of experience in managing complex projects, looking to contribute to Tableau. Known for using clever project management strategies that reduced project completion times by 3 days without compromising quality. My commitment to continuous improvement resonates with Tableau's aim for providing transformative data solutions.

WORK EXPERIENCE

Senior Project Coordinator

Starbucks

📅 2017 - current

📍 Seattle, WA

- Established Microsoft Project, increasing project planning accuracy by 16% through resource allocation and task sequencing.
- Integrated Teamdeck for coordinating store activities, reducing instances of operational disruptions by 19%.
- Analyzed weekly sales data from Starbucks locations with Microsoft Excel to optimize supply chain logistics, leading to a **31% reduction in transportation costs**.
- Coordinated with Starbucks' marketing team to leverage Salesforce Marketing Cloud, resulting in a 12% rise in campaign ROI.

Associate Project Coordinator

Expedia Group

📅 2013 - 2017

📍 Seattle, WA

- Created Asana dashboards and automated reporting for overseeing project updates, reducing manual reporting time by 11.6 hours.
- Implemented Toggl tags to categorize time entries by project phase for in-depth analysis and optimization of each project's lifecycle, lowering project costs by \$4,987.
- Integrated Google Workspace's project management add-ons to improve project planning and tracking, resulting in a **13% boost in project completion rate**.
- Managed the rollout of a new travel booking feature, contributing to an 18% increase in online bookings during the first quarter.

Project Assistant

Boeing

📅 2011 - 2013

📍 Seattle, WA

- Maintained rigorous communication standards to meet Boeing's reputation for responsiveness, slashing response times by 1.4 hours.
- Leveraged Zoom's screen-sharing for weekly project status reviews with stakeholders, lowering **project timeline delays by 12%**.
- Used Trello card aging features to prioritize tasks, resulting in a 17% cut in overdue project milestones.
- Incorporated predictive maintenance strategies based on RiskPoynt insights, resulting in a \$13,522 reduction in maintenance costs.