
IT Project Coordinator Resume

Job Objective

To obtain an IT Project Coordinator position that will allow me to utilize my skills and has potential for growth.

Work Experience:

IT Project Coordinator, August 2005 – Present
Vivel, Inc., Hickory Hills, IL

- Coordinated the integration of multiple projects and programs, provided data, analyzed and reported to project managers.
- Managed the integration of data from multiple programs and projects.
- Handled costs and schedules and associated documents and managed change documentation.
- Assisted departments in implementation of project management controls.
- Assisted project managers in performing variance analysis, conducting assessments, project forecasting, managing change and producing management reports.
- Analyzed development of schedule, work breakdown structure, estimated packages during the different phases of a project.

IT Project Coordinator, May 2000 – July 2005
OXO Corporation, Hickory Hills, IL

- Maintained the project schedule and ensured all tasks are updated at the agreed upon time.
 - Worked with the project and program manager to complete all required documentation in the defined process.
 - Managed the overall defined process throughout the project life cycle.
 - Oversaw management of scope changes, trends and change notices initiated from the project management system and reviewed time and cost implications.
 - Developed and implemented project cost and scheduled baselines, reported variance, raised issues and risk.
 - Applied appropriate metrics and tools for project control.
 - Prepared, tracked and reported contractor accruals, tracked and monitored acquisition commitments.
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Summary of Qualifications:

- Profound knowledge of Information technology management
 - Sound knowledge of Research techniques, methods and procedures
 - In-depth knowledge of Systems analysis, development, planning and documentation methods and standards
 - Thorough knowledge of Data communications principles, practices and restrictions
 - Proficient in the use of Microsoft Office tools including Microsoft Excel, Power Point and Project Office
 - Exceptional ability to show progression of responsibility throughout career
 - Excellent communication skills to interface with both internal and external resources
 - Excellent problem-solving and analytical skills
 - Ability to manage multiple priorities in a fast paced environment
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Education:

Bachelor's Degree in Computer Science, City University of Seattle, Washington, WA

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