Theresia Lamster (PMP)

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Resourceful project coordinator with 7+ years of hands-on experience in coordinating all phases of multimillion-dollar projects across the IT industry. Adept at administering and executing complex projects with exceptional ability to meet deadlines and exceed goals.

PROFESSIONAL EXPERIENCE

Consolidated Networks, Muncie, IN   July 2019 – June 2022
Senior Project Coordinator
- Coordinated 5+ projects to improve processes and workflow operations while ensuring compliance with company requirements.
- Worked with project management office leadership to implement Agile/SCRUM practices to the technology infrastructure team of 15 team members.
- Delivered implementation of a new VoC tool among 50 salespeople 4 months ahead of schedule.
- Established project control procedures such as project forecasts and cash flow projections.

Web Systems Inc, Chicago, IL   April 2017 – August 2020
Project Coordinator
- Increased quarterly sales revenue by 35% through assessing profit and loss risk of new products, incorporating consumer market sentiment and competition activity through research.
- Under limited supervision, assisting departmental managers, functional team leads, and project management office with ad-hoc project execution needs and activities.

CellTower Corp, Ann Arbor, MI   July 2014 – March 2017
Sales Operations Analyst
- Managed weekly analysis of identifying revenue, production, and inventory concerns for over 400 products
- Increased sales by 25% and profitability by 15% through coordinating operations and communications for more than 17 sales locations and 35 marketing staff.
- Trained over 55 distributors worldwide to standardize point of sale reporting while increasing reporting frequency by 75%

EDUCATION SKILLS & CERTIFICATIONS

University of Michigan, Ann Arbor, MI   2010-2014
Master of Science in Program and Project Management

Certifications: Project Management Institute Agile Certified Practitioner PMI-ACP, Certified Scrum Master (CSM), Project Management Professional (PMP)