Rachel Kim

Project Coordinator

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SUMMARY

Project coordinator with 4 years of experience supporting construction and software delivery teams in Asana, MS Project and Smartsheet. Tracks 12 concurrent project timelines for a 20-person delivery team and built the status reporting process that cut missed deadlines by 30%. Known for catching scheduling conflicts before they become delays.

EXPERIENCE

Project Coordinator — Northgate Builders

Minneapolis, MN · May 2022 – Present

- Track schedules and budgets for 12 concurrent residential and commercial projects totaling $8.5M, flagging slippage to the project manager within 2 days of a missed milestone.
- Built a weekly status report in Smartsheet pulled by 20 team members and 4 subcontractors, cutting status-update meetings from weekly to biweekly.
- Coordinated permit submissions and inspections across 6 municipalities, cutting average permit turnaround from 21 to 14 days by pre-filling recurring forms.
- Maintain the master project calendar for 35 active tasks, resolving 8 resource conflicts a month before they delayed a crew.
- Process 40 vendor invoices a month against purchase orders, catching $14,000 in billing discrepancies over the past year.

Administrative Assistant — Bridgepoint Civil Engineering

Minneapolis, MN · Jul 2020 – Apr 2022

- Scheduled site visits and client meetings for a team of 8 engineers, managing a shared calendar with zero double-bookings over 18 months.
- Compiled weekly project status updates from 5 engineers into a single report for the practice lead.
- Organized project files for 15 active contracts, cutting document retrieval requests by half after switching to a shared drive structure.

SKILLS

Project tracking: Asana, MS Project, Smartsheet, Trello, Gantt charts

Coordination: Scheduling, resource conflict resolution, status reporting, vendor and subcontractor coordination

Software: Microsoft Office (Excel, PowerPoint), Google Workspace, SharePoint

Process: Budget tracking, invoice reconciliation, permit and compliance tracking

EDUCATION

B.A. Business Administration, University of Minnesota, 2020

Fictional example by FindAJobAI: the person, employers and numbers are invented.