**Thomas P. Tavares**

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**Career Summary:**

Dynamic, highly-dedicated, and well-experienced Project Coordinator with over 4+ years of experience in understanding client requirements, planning project schedules, and coordinating team activities. Adept at performing various administrative duties using excellent written and verbal communication skills.

**Summary of Skills:**

* Extensive experience in project management from inception to project completion to meet client demands by coordinating tasks
* Expertise in troubleshooting issues, deciphering problems and recommending possible alternative solutions
* Capable of understanding project requirements, identifying scope and preparing appropriate schedules to complete it before deadline
* Ability to perform administrative duties, including sorting mails, answering calls for handling inquiries, managing inventory, and preparing monthly reports
* Working knowledge of project management software and various other computer applications such as MS Office Suite, Google Spreadsheets
* Exceptional in critical-thinking with good decision-making, and problem-solving skills
* Strong organizational and communication skills

**Work Experience:**

Project Coordinator

Atena Solutions Pvt. Ltd., Denver, CO

March 2016 – Present

* Assisting Project Managers in streamlining operations and accelerating project progress towards meeting strategic goals
* Interacting with the team to troubleshoot project issues and suggesting possible alternative solutions to meet deadline
* Scheduling bi-weekly meetings to discuss project progress and further plans, and recommending timely resolutions for critical issues
* Creating and maintaining comprehensive project documentation/ reports ensuring quality requirements are met as per the standards
* Acting as the point of contact between client and the team to communicate project progress
* Performing various duties, including coordinating logistics, making travel arrangements for clients, and reviewing project reports

Project Coordinator

Latham & Wilkins LLP, Denver, CO

September 2014 – February 2016

* Performed independent research by collecting data, analyzed findings, prepared budget, and set time frames by planning doable actions
* Drafted routine correspondence, noted down minutes of the meetings, and prepared reports for managers
* Reviewed contractual client agreements to identify deliverable, and independently tracked project progress simultaneously
* Assigned tasks to internal teams, and assisted in project schedule management
* Provided timely and accurate updates to the team/clients regarding inquiries, issue resolution, and status of project's work
* Met clients and understand their requirements as well as explained expected project outcomes

Administrative Clerk

Latham & Wilkins LLP, Denver, CO

August 2011 – August 2014

* Created and maintained a variety of databases, and took responsibility to extract required information using specialized software applications
* Monitored project progress, and assigned tasks to the team
* Coordinated between the heads of different departments, scheduled meetings, and distributed reports to keep informed about the general business operations
* Investigated and resolved difficult problems by responding to non-routine inquiries to ensure smooth functioning of the work processes
* Assessed and kept track of office inventory levels to place order of the required items before stock gets exhausted
* Prepared comprehensive monthly reports, operational documents, and correspondence memos related to client agreements

**Internship:**

Administrative Assistant

Broadridge Incorporation, Denver, CO

June 2010 – July 2011

* Prepared and typed various documents, including forms, letters, memos, emails, and routine correspondences
* Performed data entry operations to register project information for new as well as existing clients
* Answered inquiries and directed clients to the conference/ meeting room
* Answered calls from prospective clients by responding to queries and displaying a comprehensive understanding of the company's policies
* Located and attached appropriate files for review of concerned staff
* Ensured that the supervisor is prepared for conducting monthly meetings by preparing the document of read-ahead material, and talking points in advance

**Education:**

* Bachelor's Degree in Business Administration   
  University of Colorado, Denver, CO   
  2008

**Certification:**

* Certified Associate in Project Management, 2015

**Reference:**

On request.