



# Jennifer Adams, Project Assistant

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## DETAILS

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

## LINKS

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## SKILLS

Microsoft PowerPoint

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Data Analysis

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Scheduling

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Crystal Reports

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Agile Project Management

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## HOBBIES

Hockey, Tennis,  
Basketball

## LANGUAGES

English

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French

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## PROFILE

*Expert project assistant with more than nine years of experience with diverse types of projects. Highly prepared with solid attention to detail and the capability to monitor and maintain schedules meticulously. Inspired, driven, and able to work individually or in groups. Willing to travel and work long hours.*

## EMPLOYMENT HISTORY

### Project Assistant, Malaski

May 2021 — Present, Seattle

*Functioned on a team of 3 Project Assistants in a fast-paced construction firm. Controlled all project assistance for \$2.6 million in development annually.*

- Wrote up reports, Excel spreadsheets, and PowerPoint decks for 180+ meetings of cross-functional team members.
- Utilized conflict resolution skills to sort out all arguments between clients, employees, and vendors, naturally within minutes of the issue coming to light.
- Frequently educated 130+ employees in the right understanding of all project plans.
- Ran budget for four projects, each valued at over \$190,000.

### Project Assistant, Rippled Rock Resources

Jan 2018 — Jan 2021, Minato

*Controlled all Project Assistant obligations for 13 excavation and water-line installation construction projects annually, each valued at \$82,000.*

- Cut rework and failure backlog by 30% via attentive inspection and retraining.
- Supervise budgets up to \$42 000, keep costs on par with budget, and assist in completing projects ahead of schedule.
- Discussed design implementation strategies, the goal being sustainability.
- Guaranteed client objectives were accomplished with hands-on detailing with labor crews.
- Supervised equipment and supplies for labor crews.

## EDUCATION

### Certified Associate in Project Management (CAPM), Project Management Institute (PMI)

May 2021 — May 2021, Texas University

### Newtown Square University, Bachelor's Degree in Industrial Engineering

May 2019 — May 2021, Philipsburg

## ACHIEVEMENTS

- Designed a smart routing system that balances the risk of misplacing packages and transportation expenses, saving 8.3% of the total budget.
- Ran advertising and relationships projects for 12 clients from the education, tourism, entertainment, and health sectors.
- Created a business plan that attracted 43% more business to the general client portfolio.
- Wrote two 25-page reports and presented initial concepts of both projects.