





# CINDY ESCAMILLA

## PROJECT COORDINATOR

### CONTACT

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-  Emeryville, California

### SKILLS

- Vendor Management
- Cross-functional Collaboration
- Confidentiality
- Strong organizational and multi-tasking skills
- Purchase Order Creation and Management
- Problem-Solving
- Time Management
- Meeting Coordination
- Proficient in Microsoft PowerPoint, Excel, Ariba, Power BI, Scopeworker, Concur, Webex, Ariba, Asana, Microsoft Project, and Teams

### EDUCATION

**BS, Project Management**

**Colorado Technical University**

2021-2023

Magna Cum Laude, 3.8 GPA

**High School Diploma**

**William C. Overfelt High School**

2004-2008

### LANGUAGES

- English 
- Spanish 

### PROFILE

Administrative professional with 4 years of experience, adept at coordinating meetings, executing operational planning, and managing calendars. Proven success in onboarding, development and delivery of presentations, and inventory tracking & reporting. Excels in calendar management, purchase order creation, and strong communication. Eagerly seeking to leverage these skills, experiences, and accomplishments in a positions such as: Social Media Manager, Project Coordinator, Executive Assistant, Administrative Coordinator or similar marketing roles.

### WORK EXPERIENCE

#### Project Coordinator

T-Mobile 2023-Present

- Communicated with clients to define project requirements, scope, and objectives.
- Prepared and reviewed project proposals, memos, meeting minutes, and emails.
- Participated in project design meetings, proposing improvements when necessary.
- Managed purchase order creation and procurement process.
- Utilized various tools to compile data and support management in creating performance summary reports.
- Provided regular updates on social media performance, ensuring that online activities supported overall business goals.

#### Sr Administrative Assistant

T-Mobile 2021-2023

- Planned and executed team reward and recognition programs, All Employee Meetings, and celebrations.
- Provided executive support, coordinated travel arrangements, and managed project coordination.
- Managed calendar, onboarding process, and coordinated meetings.
- Collaborated cross-functionally and effectively managed budget.
- Developed and delivered presentations, demonstrating excellent communication and organizational skills.
- Stayed abreast of social media trends, algorithm changes, and emerging platforms.
- Conducted workshops for leadership on leveraging social media for professional growth and brand enhancement.
- Led a dynamic team of four individuals with a primary focus on optimizing inventory management and enhancing overall store operations.
- Successfully implemented strategic initiatives to streamline processes, improve efficiency, and ensure seamless day-to-day functioning.

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### EXPERTISE

- Executive Support
- Vendor Management
- Cross-functional Collaboration
- Confidentiality
- Strong organizational and multi-tasking skills
- Purchase Order Creation and Management
- Problem-Solving
- Time Management
- Budget Management
- Meeting Coordination
- Data Analysis and Interpretation
- Survey Design and Analysis
- Ability to Adapt to Changing Trends and Technologies
- Proficient in Microsoft PowerPoint, Excel, Ariba, Power BI, Scopeworker, Concur, Webex, JIRA, Ariba, Asana, Microsoft Project, Google Suite, and Teams

### WORK EXPERIENCE

#### Sr Merchandising & Operations Expert

T-Mobile 2020-2021

- Oversaw implementation and execution of Operations & Administrative projects for flagship location.
- Established robust client relationships and fostered collaboration across organizational levels for project success.
- Managed inventory tracking, reporting, and coached presentation creation & delivery. Acted as point person for high profile events and served as liaison to executives from HQ.

#### Merchandising & Operations Expert

T-Mobile 2018-2020

- Coordinated meetings and executed operational planning for high visibility events. Managed conference call coordination and calendars.
- Coached team members to uphold merchandising guidelines.
- Managed shipment and implemented inventory tracking & reporting.
- Implemented new sales initiatives and led onboarding & development presentations.

#### Mobile Expert

T-Mobile 2015-2018

- Managed and supervised store operations as a key holder.
- Coached and trained team members on new business initiatives to enhance sales performance.
- Served as the primary liaison for Business Customers, ensuring outstanding client satisfaction.
- Demonstrated strong competitive sales skills, consistently meeting and exceeding sales targets.
- Maintained efficient inventory management to support optimal stock levels.
- Led onboarding and training of new hires, contributing to a cohesive and productive team.
- Developed and delivered engaging presentations to support product promotion and customer education.

#### Sales Associate

Gap Inc 2011-2015

- Proficient in accurate and efficient cashiering, managing financial transactions with precision.
- Skilled in maintaining organized and optimized inventory systems to ensure product availability and minimize discrepancies.
- Implemented effective loss prevention measures to safeguard merchandise and minimize shrinkage.
- Demonstrated expertise in creating visually appealing product displays, optimizing sales opportunities, and enhancing overall customer experience.