**Beth Smith, CAPM**

215 W. State Street, Milwaukee, WI 53201

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**Project Coordinator**

Highly motivated, tech-savvy professional with over 5 years’ experience in a fast-paced consulting environment. Extensive experience supporting senior consultants in high-profile technology projects. Exceptional analytical ability and talent for managing information. Certified Associate in Project Management (CAPM)certification. Proficient in:

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| --- | --- |
| * Project Coordination | * Microsoft SharePoint |
| * Project Setup & Monitoring | * Microsoft Project |
| * Project Communication | * Microsoft Excel |

*“We needed to streamline our SharePoint project file system to work more effectively with clients. Beth volunteered for the project. She then analyzed the system and developed a more efficient process that we’re using across the firm. She did a great job managing the project from start to finish.”*

*—John Grant, CEO, Grant Technology Consulting.*

**Professional Experience**

2005–Present: **Senior Administrative Assistant, Grant Technology Consulting**. Advanced administrative and project support for senior-level consultants.

**Project Coordination/Management**

* Led a project to streamline and reorganize SharePoint project management system, resulting in more accessible information and enhanced support for clients.
* Coordinated project plan, scheduling and budgeting for small but high-profile project during project manager’s absence. Praised for initiative and problem-solving abilities.

**Advanced Administrative Support**

* Prepared best-practice guidelines for archiving project documents. Guidelines simplified document management process and were adopted company-wide
* Conducted research and trained staff on new techniques for document versioning that significantly reduced retrieval time and lost documents.

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**Professional Experience, Cont.**

2001–2005: **Administrative Assistant, Training Solutions, Inc**. Advanced administrative support to top marketing executive in fast-paced training start-up company.

**Project Coordination/Management**

* Coordinated the research and production of client-winning training proposals.
* Streamlined proposal development process, resulting in significant time savings.

**Advanced Administrative Support**

* Planned and assembled materials for high-profile client meetings.
* Created new client tracking system using Microsoft Excel.

**Professional Development**

Certified Associate in Project Management (CAPM), 2009

Microsoft SharePoint Power User Training, 2010

Microsoft SharePoint End User Training, 2009

Advanced Microsoft Project, 2008

Advanced Microsoft Excel, 2008

**Education**

Associate Degree, Business Administration & Management,   
Northeast Wisconsin Technical College, 2001

**Professional Associations**

Project Management Institute

American Management Association, Individual Member