

# Simona Uhrmacher

Project Coordinator

## Profile

Experienced Project Coordinator with three years of expertise in managing timelines, resources, and communication. Proven track record of delivering projects efficiently, enhancing team collaboration, and ensuring stakeholder satisfaction. Adept at problem-solving and multitasking.

## Employment History

### Project Coordinator at Google, KY

May 2025 - Present

- Spearheaded cross-functional teams to deliver 12 projects annually, improving delivery timelines by 18% through enhanced coordination and resource allocation.
- Streamlined project tracking processes using advanced data analytics tools, reducing reporting time by 25% and increasing accuracy in progress assessments.
- Facilitated communication between engineering and marketing departments, resulting in a 30% increase in project alignment and stakeholder satisfaction.
- Implemented a new project management software that decreased administrative workload by 22%, allowing team members to focus more on strategic tasks.

### Project Assistant at Microsoft, KY

Apr 2022 - Apr 2025

- Coordinated cross-functional teams to streamline project workflows, reducing completion time by 18% and boosting overall team efficiency.
- Spearheaded the implementation of a new project management tool, resulting in a 22% increase in task tracking accuracy and on-time delivery rates.
- Collaborated with stakeholders to enhance communication channels, improving stakeholder satisfaction scores by 15% across multiple projects.
- Analyzed project data to identify process bottlenecks, leading to a 25% reduction in resource allocation costs through strategic realignment.

## Certificates

### Certified Associate in Project Management (CAPM)

Oct 2023

### PRINCE2 Foundation Certification

Jul 2022

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📍 Covington, KY

## Education

### Associate of Arts in Project Management at Bluegrass Community and Technical College

Dec 2017 - May 2022

Relevant Coursework: Project planning, risk management, budgeting, team leadership, communication strategies, and quality control.

## Links

[linkedin.com/in/simonauhrmacher](https://www.linkedin.com/in/simonauhrmacher)

## Skills

Asana

Jira

Trello

Slack

Smartsheet

Microsoft Project

GanttPro

## Languages

English

German