

Javier Modell

Project Coordinator

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☎ (541) 594-3013

📍 Reading, PA

Education

Associate of Arts in Project Management at Harrisburg Area Community College

Oct 2012 - May 2017

Project management fundamentals, risk management, budgeting and cost control, team leadership, communication strategies, and project scheduling.

Links

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

Skills

Agile

Scrum

JIRA

Trello

Kanban

Confluence

Risk Management

Languages

English

Italian

Profile

Dynamic Project Coordinator with 8 years of experience, adept at steering complex projects to success. A strategic leader skilled in streamlining operations, enhancing team collaboration, and driving efficiency. Proven track record in delivering results on time and within budget.

Employment History

Project Coordinator at Google, PA

Jun 2025 - Present

- Spearheaded a cross-functional team of 12 to streamline project workflows, resulting in a 23% increase in operational efficiency and saving the company approximately \$1.8 million annually.
- Orchestrated the successful execution of over 50 complex projects within budget and time constraints, enhancing client satisfaction scores by an average of 15%.
- Devised and implemented strategic initiatives that improved resource allocation by 30%, significantly boosting team productivity and contributing to a revenue growth of \$3.5 million.

Project Assistant at Microsoft, PA

Dec 2023 - May 2025

- Spearheaded a cross-functional team of eight to implement a new project management tool, boosting project delivery efficiency by 27% within six months.
- Orchestrated the development and execution of strategic initiatives, leading to a 15% increase in client satisfaction scores across multiple product lines.
- Analyzed data trends and provided actionable insights that informed executive decision-making, resulting in a 22% reduction in operational costs over the fiscal year.
- Championed an internal knowledge-sharing program, enhancing team collaboration and reducing project turnaround time by two weeks on average.

Project Administrator at Amazon, PA

Nov 2017 - Nov 2023

- Spearheaded cross-functional teams to streamline project workflows, enhancing efficiency by 27% and reducing project completion times across multiple departments.
- Orchestrated the implementation of a new project management software, resulting in a 33% improvement in team collaboration and communication, bolstering overall productivity.
- Developed and executed strategic plans for high-stakes projects, directly contributing to a 15% increase in client satisfaction scores through improved deliverable quality and timely execution.
- Led budget analysis initiatives that identified cost-saving opportunities totaling \$1.2 million annually, optimizing resource allocation without compromising project outcomes.