

Trinika Lender

Project Coordinator

Profile

Dynamic Project Coordinator with 2 years of experience, driven by a passion for learning and a knack for streamlining processes. Adept at juggling multiple tasks and fostering collaboration, committed to delivering results and continuously enhancing skills.

Employment History

Project Assistant at Google, WY

Mar 2025 - Present

- Coordinated a cross-functional team of 12 to streamline project timelines, reducing delays by 18% through proactive scheduling and resource management.
- Spearheaded the implementation of a new data tracking system, improving information retrieval efficiency by 35% and enhancing decision-making speed for senior managers.
- Developed a comprehensive onboarding program for new team members, which increased initial productivity rates by 22% within the first two months of implementation.
- Analyzed project workflow bottlenecks, contributing insights that led to process improvements and a 15% increase in overall project delivery speed.
- Facilitated weekly project update meetings with stakeholders across three departments, ensuring alignment with business objectives and fostering collaborative problem-solving.

Project Administrator at Microsoft, WY

Feb 2023 - Feb 2025

- Spearheaded the coordination of over 35 cross-functional projects, enhancing team collaboration and reducing project completion time by 18%.
- Developed a comprehensive project tracking system that improved resource allocation efficiency by 22%, leading to a more streamlined workflow.
- Facilitated weekly stakeholder meetings, fostering open communication and increasing project transparency, which boosted stakeholder satisfaction scores from 82% to 91%.
- Implemented innovative training programs for new project management software, resulting in a 27% increase in user proficiency within six months.

Education

Associate of Arts in Project Management at Laramie County Community College

Jan 2019 - May 2023

Project management fundamentals, risk management, budgeting and financial analysis, team leadership, communication strategies, and organizational behavior.

Details

trinika.lender@gmail.com

(595) 661-3108

Cheyenne, WY

Links

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

Skills

Microsoft Project

Jira

Trello

Slack

Asana

Languages

English

Indonesian

Hobbies

Photography

Gardening

Cooking