

AMBER E. HUGHES

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CAREER GOAL: PROJECT COORDINATOR / PROJECT MANAGER

Professional, Project Management Graduate with 8 years of Project Coordinator experience. Well spoken, with an advanced understanding of customer needs and diligent attention to detail. Welcomes any new challenges that provide an opportunity to learn along with advancement.

PROJECT MANAGEMENT SKILLS

- ❖ Windows/MAC
- ❖ MS Access/Project
- ❖ MS Word/Excel
- ❖ MS Outlook/PowerPoint
- ❖ Blueprint Reading
- ❖ Acrobat Adobe
- ❖ Time/Risk Management skills
- ❖ Salesforce/CRM Software
- ❖ Quickbooks

EXPERIENCE

Elizabethtown Gas, Union, NJ

Program Coordinator, Contract, 2017 to Present

- ❖ Conducts status update meetings between Program Manager and Turnkey contractors by presenting program trends and future program projections.
- ❖ Utilizes Project Management processes to analyzes monthly turnkey contractor invoices for accuracy and budget review.
- ❖ Implements program processes while ensuring that marketing cost and time are aligned with previously set goals.
- ❖ Promote company offers by participating in monthly community outreach events.

Network Building and Consulting, Parsippany, NJ

Site Acquisition Specialist, 2015 to 2017

- ❖ Researched and verified property owner information before negotiating amendment and entitlement rights on behalf of the client.
- ❖ Updated T-Mobile internal tracking systems to reflect goals and milestones projected for each cell site by streamlining processes for each team member involved.
- ❖ Responsible for permit documentation, filing, and follow-up with townships and boroughs.
- ❖ Coordinated closely with field operations, A&E and consultants to ensure quality throughout the project life.

Willdan Energy Solutions, Maspeth, NY

Project Coordinator, 2010 to 2015

- ❖ Supervised and trained team members on internal software and program guidelines.
- ❖ Evaluated project submittals from turnkey contractors for accuracy.
- ❖ Mediated customer complaints to ensure that problems are resolved within a timely manner with the best solution possible.
- ❖ Scheduled and maintained highly organized scheduled for field operations based on availability and location.

Eastern sign industries, Irvington, NJ

Estimator/Assistant Project Manager, 2008 to 2009

- ❖ Estimated cost-effective quotes without compromising the quality of products produced.
- ❖ Effectively managed projects by promptly executing customer needs and deadlines.
- ❖ Maintained clientele relationships by responding to their needs in a timely fashion.
- ❖ Proficient understanding of project scope and blueprint drawings for various RFP requests.

Environmental Contractors Inc, West Orange, NJ

Administrative Assistant, 2006 to 2008

- ❖ Worked with estimating department to produce timely quotes by gathering pertinent information needed on any particular project
- ❖ Maintained clientele files using an online database which helped to keep all information structured.
- ❖ Provided customer service support in a pleasant and professional manner.
- ❖ Scheduled and coordinated appointments for supervisors of various departments.

EDUCATION

- ❖ M.B.A. Project Management, Colorado Technical University
- ❖ B.S. Project Management, Colorado Technical University