

Tawanna Gunstream

Project Coordinator

Profile

A Project Coordinator with more than 6 years of experience managing projects and coordinating team members. Proven ability to streamline processes and reduce inefficiencies through excellent organizational skills. A motivated self-starter, able to take initiative and work independently when necessary. Track record of successfully completing projects on time and within budget while maintaining a high level of quality. Strong communication skills allow for effective project coordination, as well as seamless collaboration with other departments

Employment History

Project Coordinator at Life360 - California

Apr 2022 - Present

- Coordinated efforts of 12 team members to complete a \$1.2 million project on time and under budget.
- Negotiated favorable terms with vendors that resulted in a 10% cost savings for the company.
- Wrote detailed reports documenting progress against milestones and deliverables for upper management.
- Implemented new methods of communication and coordination that improved team productivity by 20%.
- Handled all correspondence, scheduling, travel arrangements, and other logistical needs for the project team.

Assistant Project Manager at Carsense – Pennsylvania

Aug 2016 - Mar 2022

- Led team of 4 project coordinators who successfully managed 18 concurrent projects with \$2.5 million total budget.
- Streamlined communication between departments by creating project tracking database, resulting in 15% decrease in misunderstandings and errors.
- Negotiated deals with vendors that resulted in cost savings of 10-15% per year on average.
- Wrote successful grant proposals totaling \$1.3 million over 3 years for various non-profit organizations.
- Managed large events ranging from 500 to 5,000 attendees, including coordinating with multiple city agencies.

Certificates

Itemized Cost Certificates (ICC)

May 2021

Certificate of Progress Payment (CPP)

Jan 2020

Final Certificate for Completion and Acceptance (CCA)

Jul 2018

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Education

Background in project coordination, with a college degree in a relevant field. at University of Miami, Coral Gables, FL

Aug 2012 - May 2016

I learned how to use project management software, as well as how to coordinate projects between different teams.

Links

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

Skills

Project Management

Budgeting

Scheduling

Resource Allocation

Communication Skills

Organizational Skills

Languages

English

French