

# Kaia Ortiz

## Program/Project Manager

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📍 1234 Elm Street, Dallas, TX 75201

### STRENGTHS

- ★ **Visionary Leadership**  
Cultivated an inspiring team atmosphere where creativity flourished, driving innovative solutions.
- 🗣️ **Effective Communication**  
Communicated project objectives clearly, keeping all stakeholders informed throughout the project life cycle.
- 👥 **Collaborative Approach**  
Fostered a culture of teamwork perfecting partnerships among various departments, enhancing project execution.
- 📊 **Analytical Mindset**  
Utilized analytical frameworks to assess projects comprehensively, boosting decision-making efficacy.
- 🔧 **Process Improvement Enthusiast**  
Identified areas needing enhancement and introduced new practices that simplified operations and increased efficiency.

### SKILLS

Project Management Budgeting

Process Improvement

Microsoft Office Suite

Team Leadership

Stakeholder Engagement

Strategic Planning Risk Evaluation

Data Analysis Collaboration

Vendor Management

Documentation

Sustainability Practices

Executive Reporting

Communication

### SUMMARY

Passionate Project Manager with 5 years of experience driving projects in the energy sector. Established strong relationships with stakeholders, ensuring clarity on deliverables and timelines. Managed cross-functional teams effectively, leading multiple high-stakes initiatives while adhering to budget constraints. Implemented process enhancements that boosted operational efficiency significantly. Recognized for delivering impactful results through strategic leadership and collaboration. Committed to coaching teams for enhanced performance and long-term professional growth.

### EXPERIENCE

#### Project Manager

Green Energy Innovations 📅 March 2023 - Present 📍 Houston, TX

Oversee renewable energy initiatives at a reputable company focusing on sustainability. Guide cross-functional teams through intricate project landscapes while enforcing methodologies that yield successful outcomes.

- Lead multiple projects aligned with corporate strategic goals in renewables.
- Create and manage budgets, achieving cost reductions through judicious resource allocation.
- Facilitate team meetings to promote collaboration, improving overall morale.
- Implement project management best practices resulting in higher delivery rates.
- Prepare comprehensive updates for executive stakeholders enhancing transparency.
- Conduct evaluations post-projects to derive insights for continuous improvement.

#### Project Coordinator

Sustainable Solutions Group 📅 January 2020 - February 2023 📍 Austin, TX

Supported critical sustainability projects, contributing to cost-efficient practices. Actively engaged in coordinating documentation and activities to ensure seamless execution.

- Assisted managing diverse sustainability initiatives focused on organizational goals.
- Coordinated documentation processes that improved project tracking and communication.
- Analyzed data, generating reports that significantly aided management decisions.
- Collaborated with vendors to develop high-quality procurement specifications for projects.
- Mentored junior staff while facilitating training sessions on project management tools.
- Contributed insights during strategic planning, aligning projects with mission-driven objectives.

#### Junior Project Assistant

EcoTech Enterprises 📅 June 2018 - December 2019 📍 San Antonio, TX

Supported an array of energy efficiency initiatives, emphasizing compliance and documentation across support processes. Collaboratively worked to streamline workflows.

- Facilitated various management tasks on energy-saving initiatives, maintaining detailed documentation.
- Helped draft proposals aiding funding acquisition for significant projects.
- Monitored project deliverables diligently, suggesting risk mitigation strategies proactively.
- Worked alongside teams fostering better communication and streamlined operations.
- Researched industry standards improving practices within the organization.
- Engaged in team-building exercises that strengthened workplace collaborations.

### LEADERSHIP & AWARDS

- Excellence in Project Coordination Award - Green Energy Innovations
- Leadership Recognition Award - Sustainable Solutions Group

### EDUCATION

Bachelor's Degree in Business Administration

## LANGUAGES

English Native

Spanish Proficient

## MY CAREER



● Project Manager at Green Energy Innovations (3.2 Years)

● Project Coordinator at Sustainable Solutions Group (3.1 Years)

● Junior Project Assistant at EcoTech Enterprises (1.5 Years)

University of Texas at Austin 🎓 GPA: 3.7 📅 2018 📍 Austin, TX

**Coursework:** *Operations Management, Project Planning, Resource Allocation, Financial Analysis*

## CERTIFICATIONS

- Project Management Professional (PMP) 📅 2020
- Lean Six Sigma Green Belt 📅 2021

## TECHNICAL SKILLS

- **Project Management Tools:** Microsoft Project, Trello, Asana
- **Data Analysis Tools:** Excel, Tableau, Power BI
- **Document Management Systems:** SharePoint, Google Drive, Dropbox
- **Communication Apps:** Slack, Microsoft Teams, Zoom
- **Reporting Tools:** Crystal Reports, PowerReport, JIRA
- **Financial Software:** QuickBooks, SAP, Oracle Financial Services
- **Resource Management Suites:** Harvest, ClickTime, Float
- **Procurement Tools:** Coupa, Ariba, Jaggaer
- **Quality Assurance Methods:** ISO 9001, Agile, Waterfall
- **Workforce Management Platforms:** ADP, Workday, BambooHR

## PROFESSIONAL AFFILIATIONS

- Member, Project Management Institute (PMI)
- Volunteer, Local Sustainability Initiatives

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST