

Leilani Baldwin

📞 (708) 555-2619 ✉️ leilani.baldwin@example.com 💼 linkedin.com/example/leilanibaldwin 📍 Oak Park, IL 60302

SUMMARY

Project Coordinator with three years guiding custom **design and manufacturing** orders from contract intake through production, shipment, **installation support**, and closeout. Reviews **architectural plans**, samples, cutsheets, shop drawings, submittals, contracts, and product details, then turns approval paths and lead times into practical schedules. Coordinates customers, sales, finance, design, production, procurement, vendors, shipping, and management with clear updates, careful records, and thoughtful issue resolution. Manages NetSuite records, purchase orders, deposits, final payments, sales orders, reports, warranties, storage documents, and **post delivery follow up**. Brings a Bachelor of Science in Interior Design, CAPM certification, NetSuite training, and hands on experience supporting office and manufacturing work. Ready to contribute organized project control, sound judgment, and steady communication across concurrent customer orders.

EXPERIENCE

Project Coordinator, Custom Interior Products April 2025 - Present
StudioLine Fixtures *Chicago, IL*

Coordinates custom interior product orders from signed contracts through manufacturing, shipment, warranty records, and customer closeout. Supports senior stakeholders by aligning drawings, approvals, commercial requirements, production capacity, procurement, shipping, and delivery expectations across concurrent projects.

- Reviewed architectural plans, samples, cutsheets, and **shop drawings** before routing complete submittals for approval.
- Built schedules around design approvals, procurement needs, production capacity, and shipping **lead times** for customer orders.
- Maintained NetSuite sales orders, correspondence, milestones, approval status, and project records for cross functional teams.
- Coordinated deposits, **final payments**, **purchase orders**, and procurement requests before releasing approved work for production.
- Led project meetings, captured decisions and risks, and briefed management on schedule recovery options.
- Completed **shipment tracking**, warranty records, storage documents, and **post delivery follow up** for customer closeout.

Assistant Project Coordinator, Design Operations September 2023 - March 2025
Form & Panel Works *Schaumburg, IL*

Supported design and manufacturing projects by organizing order records, interpreting plan information, monitoring approvals, and coordinating releases across sales, design, production, procurement, and shipping. Prepared clear reports that helped teams address risks, budget concerns, and next actions.

- Organized **order acknowledgements**, sales order details, submittal logs, correspondence, and production milestones for active projects.
- Interpreted floor plans, elevations, schedules, and **product detail drawings** before **manufacturing** release and customer approval.
- Monitored sample approvals and drawing status, escalating late decisions and material constraints with schedule implications.
- Coordinated sales, design, production, **procurement**, and shipping teams around releases, packaging, delivery, and site requirements.
- Prepared weekly reports covering issues, decisions, risks, budget considerations, and next actions for project leaders.
- Maintained digital archives in Outlook and **project management software** for accurate **closeout** and document retrieval.

PROJECTS

Custom Order Schedule Recovery 📅 2025

Recovered a conflicted custom order schedule by aligning drawing approvals, procurement needs, production capacity, and shipping milestones. Created clear decision points and recovery options for project stakeholders.

Manufacturing Submittal Control 📅 2024

Built an organized submittal tracking approach for architectural plans, samples, shop drawings, and product details. Improved visibility across design, production, procurement, and customer approval steps.

LEADERSHIP & AWARDS

- Earned Certified Associate in Project Management credential in 2024 after focused project management study.
- Recognized by project teams for clear status reporting, thoughtful escalation, and dependable closeout follow through.
- Selected to lead project meetings and brief management on risks, decisions, and schedule recovery options.

EDUCATION

Bachelor's Degree in Interior Design 2023
Illinois State University GPA: 3.5 *Normal, IL*
Coursework: Architectural Drawing, Design Studio, Materials and Manufacturing, Project Management

CERTIFICATIONS

- Certified Associate in Project Management 📅 2024
- NetSuite Fundamentals Training Certificate 📅 2025

TECHNICAL SKILLS

- **Project Management Platforms:** NetSuite, project management software, internal databases
- **Office Applications:** Outlook, Excel, Word
- **Presentation Tools:** PowerPoint, status presentations, project meeting materials
- **Architectural Documents:** Architectural plans, floor plans, elevations
- **Production Drawings:** Shop drawings, product detail drawings, cutsheets
- **Order Administration:** Contracts, sales orders, order acknowledgements
- **Financial Controls:** Deposits, final payments, budgets
- **Procurement Records:** Purchase orders, material procurement, vendor records
- **Schedule Planning:** Requested dates, target dates, commitment dates
- **Project Documentation:** Submittals, correspondence, reports
- **Shipping Coordination:** Shipment tracking, packaging, delivery requirements
- **Closeout Records:** Warranties, storage documents, post delivery follow up

SKILLS

- | | | | |
|-------------------------------------|--------------|------------------------|--------------------------|
| • Project coordination | • Excel | • Submittals | • Procurement |
| • Architectural plan interpretation | • Word | • Shop drawings | • Risk management |
| • NetSuite | • PowerPoint | • Order administration | • Customer communication |
| • Outlook | • Scheduling | • Budget tracking | |

PROFESSIONAL AFFILIATIONS

- Project Management Institute, CAPM credential holder and active project management learner.
- Interior Design professional community, engaged in design documentation and manufacturing coordination practices.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST