

MICHAEL ANDERSON

Technical Program Coordinator

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Dedicated Technical Program Coordinator with a solid background in the manufacturing sector, bringing over 5 years of experience in managing projects that improve production efficiency and product quality. Skilled at collaborating with engineering and operations teams to deliver technology solutions that drive operational excellence. Strong project management skills and attention to detail ensure that projects are completed on time and within budget.

WORK EXPERIENCE

Technical Program Coordinator | Manufacturing Innovations Inc.

Jan 2022 – Present

- Oversaw the implementation of new production technologies that increased output by 20%.
- Coordinated with engineering teams to ensure project specifications met quality standards.
- Developed project plans and timelines, ensuring alignment with production schedules.
- Conducted training sessions for staff on new equipment and processes, improving operational efficiency.
- Monitored project performance metrics and implemented corrective actions as needed.
- Facilitated regular project meetings to ensure team alignment and address potential risks.

Project Coordinator | Factory Solutions Ltd.

Jul 2019 – Dec 2021

- Supported project management efforts for manufacturing equipment upgrades, enhancing productivity.
- Assisted in tracking project timelines and budgets, ensuring adherence to financial targets.
- Participated in stakeholder meetings to gather input and align project goals.
- Compiled project reports to assess performance and identify improvement areas.
- Maintained project documentation and ensured compliance with safety standards.
- Engaged in cross-training initiatives to enhance team skills and flexibility.

SKILLS

Project Management

Manufacturing

Process Improvement

Team Collaboration

Training Development

Quality Assurance

EDUCATION

Bachelor of Science in Industrial Engineering

2016

Technical University

ACHIEVEMENTS

- Successfully led a project that improved overall equipment effectiveness by 15%.
- Received recognition for outstanding project management at the annual company conference.
- Implemented a new quality control process that reduced defects by 10%.

LANGUAGES

English

Spanish

French