

# Danette Weagle

IT Project Coordinator

## Profile

I am an IT Project Coordinator with over 3 years experience. I have successfully completed projects on time and within budget while maintaining a high level of quality. I have excellent communication and organizational skills, which allow me to coordinate effectively with project team members and stakeholders. My strong attention to detail ensures that all project deliverables are met according to specifications. I am confident in my ability to manage multiple projects simultaneously and always work towards achieving the best possible outcome for each one.

## Employment History

### IT Project Coordinator at Harris Corporation, FL

May 2022 - Present

- Successfully coordinated the implementation of a new software system for the company, which resulted in increased efficiency and productivity.
- Successfully managed and oversaw a team of 15 IT professionals during the installation of a new network infrastructure, ensuring that all deadlines were met.
- Created and implemented an effective training program for employees on how to use the new software system, resulting in minimal downtime and user errors.
- Worked closely with vendors to negotiate better rates for hardware and software purchases, saving the company thousands of dollars per year.
- Successfully troubleshooted various technical issues that arose during different stages of project implementation.

### IT Project Coordinator II at Deloitte, FL

Sep 2019 - Apr 2022

- Led and coordinated a team of 15 software developers, testers, and analysts to successfully complete development of 30 new features for the company's flagship product, resulting in increased market share.
- Defined project scope, objectives, deliverables, timelines, budgets and resource requirements for 12 different IT projects.
- Monitored progress of assigned projects against milestones and budget; took corrective action when necessary to ensure successful completion.
- Chaired weekly status meetings with project teams; prepared & distributed meeting minutes afterwards detailing decisions made & next steps required. +/- (this one is confusing because it starts with 'monitored' which implies you're not leading).
- Wrote monthly reports summarizing progress on all active projects for senior management review.

## Details

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## Links

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

## Skills

Communication

Organization

Planning

Time Management

Budgeting

Risk Assessment

Change Control

## Languages

English

Dutch

## Hobbies

Organizing

Listening to music

Studying different cultures