

Margarita Woepfel

Project Coordinator

I am an experienced Project Coordinator with over 3 years of experience in the field. I have a proven track record of coordinating successful projects from start to finish. I am highly organized and detail-oriented, and have excellent communication skills. I am able to work effectively both independently and as part of a team.

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(326) 992-6175 

9843 Charleston Hwy, 

Education

High School Diploma at Dorman High School

Sep 2015 - May 2019

I've learned how to study for and write exams, how to do research, and how to communicate with my peers and teachers.

Links

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

Skills

Communication



Organization



Planning



Time Management



Budgeting



Risk Assessment



Languages

English



Spanish



Employment History

Project Coordinator at Boeing, SC

Apr 2022 - Present

- Led a team of 4 project coordinators and 2 assistant project coordinators in executing events with up to 500 attendees.
- Successfully completed projects within the budget 80% of the time.
- On average, delivered projects that were 20% under the allocated budget.
- Increased client satisfaction ratings by 10% over a 6-month period.
- Decreased number of customer complaints by 15% over an 8-month period.

Project Coordinator II at Lockheed Martin, SC

Aug 2019 - Mar 2022

- Led a team of 4 project coordinators and 2 assistant coordinators in the successful implementation of 12 projects, with an average budget of \$2 million per project.
- Successfully completed all 12 projects within scope, on time and under budget.
- Achieved stakeholder satisfaction ratings above 95% for all 12 projects.
- Received recognition from senior management for exemplary performance on all 12 projects.

Certificates

Certified Project Coordinator (CPC)

Feb 2021

Certified Agile Project Manager (CAPM)

Jan 2020

Memberships

American Management Association (AMA)

Project Management Institute (PMI)