Olivia Martin

Project Coordinator | Operations Co-op Student

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PROFESSIONAL SUMMARY

Project coordinator ready for a first project manager role, with two years supporting IT and office relocation projects. Builds schedules in MS Project, keeps RAID logs current and runs weekly status meetings for project managers. CAPM certified, bilingual in English and French.

EXPERIENCE & PROJECTS

Rideau Valley Technology Services · Ottawa, ON **Sep 2024 — Present**

Project Coordinator

- Coordinate four concurrent IT projects for two project managers, maintaining schedules in MS Project and updating RAID logs before every weekly status meeting.
- Ran logistics for a 220-desk office relocation, sequencing movers, cabling vendors and IT setup across three weekends with no lost workdays.
- Track project budgets in Excel against purchase orders, flagging a $38,000 hardware overrun early enough for the PM to renegotiate delivery terms.
- Prepare bilingual status reports and meeting minutes for a federal client, keeping decisions and action owners documented in SharePoint.

Gatineau Hills Credit Union · Gatineau, QC **Jan 2024 — Apr 2024**

Operations Co-op Student

- Supported a branch renovation project by tracking contractor milestones and updating staff on service changes in English and French.
- Built a Smartsheet tracker for 60 equipment orders that the operations manager kept using after the co-op term.

Student association fundraising gala

- Managed a four-month plan, a $15,000 budget and eight volunteers for a 300-guest event, finishing under budget.

EDUCATION

Bachelor of Commerce, Operations Management **2024**

Capital Region University

SKILLS

Technical: MS Project, Smartsheet, RAID logs, Meeting facilitation, Status reporting, Budget tracking in Excel, Vendor coordination, Change request logs, SharePoint, Bilingual English and French

Certifications: Certified Associate in Project Management (CAPM)