

Sarina Robaina

Certified Project Manager | 10 Years Experience Supporting High-Performing Teams

Objective Summary

Dedicated Project Manager with a proven track record of successful project coordination and management. Excited to bring my expertise in overseeing multiple projects simultaneously, collaborating with cross-functional teams, and implementing efficient project management methodologies to contribute value to your organization.

Professional Experience

Project Manager

NetGain Technologies | Chicago, IL | 2021-06 - 2023-06

- **Managed Multifaceted Projects with Industry-Standard Tools:** Orchestrated concurrent management of over 20 technical projects, utilizing a balanced approach of Agile and waterfall methodologies. Successfully ensured efficient coordination, timely deliverables, and client satisfaction, resulting in a revenue boost of over \$330k from a seamless Azure Cloud migration project for a corporate client.
- **Cross-Functional Collaboration and Communication:** Collaborated effectively with interdisciplinary teams, including developers, engineers, and account executives, to implement a complex multisite firewall and switch replacement project for a prominent banking and financial services client. Skillfully communicated project timelines and requirements with concise written and verbal communication.
- **Enhanced Project Delivery through Internal Governance:** Spearheaded the development and execution of internal project governance initiatives within the Professional Services Engineering team. These initiatives streamlined project delivery processes, increasing efficiency, and enabling the team to consistently meet project milestones and client expectations.
- **Navigated Fast-Paced Environments and Prioritized Effectively:** Thrived in a fixed project environment, managing multiple projects simultaneously while consistently meeting deadlines and maintaining project quality. Leveraged excellent time management skills and a keen ability to prioritize tasks, ensuring optimal resource allocation and project success in a dynamic setting.

Contact

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Website

sarinarobaina.com/career-profile/

Education

University of Chicago:
Master of Liberal Arts and Sciences

DePaul University:
Bachelor of Liberal Arts and Sciences

Certifications

Project Management Professional (PMP)

Certified Scrum Master (CSM)

Technology

Microsoft PowerPoint

Microsoft SharePoint

Microsoft Outlook

Microsoft Project

Microsoft Teams

Microsoft Word

Executive Assistant

Sphera Solutions | Chicago, IL | 2019-09 - 2021-02

- Compiled and delivered comprehensive go-to-market reports with in-depth analysis of key performance indicators across the organization for review by executive leadership.
- Provided vital support to Project Management Office through comprehensive status reporting, ensuring effective tracking and communication of project progress.
- Led cross-functional team to implement online time entry system, improving efficiency and accuracy for over 5,000 employees.

Project Coordinator

Jones Lang Lasalle | Chicago, IL | 2017-08 - 2019-04

- Managed a portfolio of over 120 real-estate appraisal projects, ensuring timely delivery and client satisfaction. Standardized, simplified, and organized project reporting to improve execution.
- Implemented change management strategy to transition commercial real-estate team to online production management tool, optimizing operational efficiency.
- Utilized Box.com to organize, sign, and edit client documentation and collaborate among internal departments.

Office Associate

@properties | Chicago IL | 2016-02 - 2017-05

- Enhanced productivity and organizational effectiveness assisting Vice President of Operations and Managing Broker with correspondence management, documentation, and client relations.
- Achieved optimal product inventory levels by implementing effective inventory management strategies, resulting in a 20% reduction in shortages and a 15% decrease in overstock situations.
- Supported marketing initiatives through active engagement in social media management, client event planning, and creation of promotional materials.

Administrative Assistant

DePaul University | Chicago, IL | 2013-03 - 2014-03

- Supported team of 12 project managers in planning, executing, and monitoring professional development programs.
- Utilized online database to manage student registration and enrollment data, ensuring efficient data analysis.
- Scheduled office meetings and staff appointments, optimizing time and resources to accommodate all parties' needs and preferences.

Honors & Awards

DePaul Scholars Award Recipient for Outstanding Academic Achievement.

Attained 4.0 GPA at the University of Chicago Liberal Arts Program.

Organizations

Project Management Institute
Chicagoland Chapter

Paws Chicago Family Service
Program

School of the Art Institute of
Chicago (SAIC)

USA National Karate Association

Languages

English - Native Proficiency

Spanish - Limited Proficiency

French - Elementary Proficiency

Interests

Cloud-based Technology

Diversity and Inclusion

Mentorship / Coaching

Emotional Intelligence

Digital Ecosystems

Augmented Reality

Global Content

Sustainability

E-commerce

Blockchain