



International Project Coordinator

Sarah Shipley

Professional summary

Dynamic and results-oriented International Project Coordinator with experience in managing complex projects across global markets. Proven track record of leading cross-functional teams to successful project completion, ensuring adherence to budgets and timelines. Skilled in developing and implementing project plans, conducting risk assessments, and fostering strong relationships with international stakeholders.

Experience

International Project Coordinator

May 2021 - Now

Vivo Tech / United States, New York

- Lead cross-functional teams in the planning, execution, and monitoring of international projects spanning North America, Europe, and Asia.
- Coordinate project activities across multiple countries, managing stakeholders and ensuring clear communication channels.
- Conduct regular project status meetings and prepare detailed reports for senior management, highlighting key milestones and outcomes.
- Foster strong relationships with international partners and vendors, negotiating contracts and managing procurement processes.

Project Manager

January 2016 - March 2021

Brandify / United Kingdom, Remote

- Managed a portfolio of international projects across Europe, overseeing project lifecycles from inception to delivery.
- Collaborated with diverse teams and stakeholders to define project scope, objectives, and deliverables.
- Monitored project progress, identified risks, and implemented effective mitigation strategies to ensure on-time and within-budget completion.
- Facilitated communication among team members, clients, and vendors, ensuring alignment with project goals and client expectations.

Project Assistant

May 2014 - December 2015

Digita Buzz / Spain, Remote

- Provided administrative support to international project teams, facilitating seamless coordination and communication.
- Assisted in organizing international conferences and workshops, handling logistics, and coordinating travel arrangements.
- Maintained project documentation and prepared detailed reports for project managers and stakeholders.

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Remote

Education

Master of International Business

2012 - 2014

INSEAD

France, Fontainebleau

- **Specialized coursework** in Global Strategy, International Finance, and Cross-Cultural Management.
- **Thesis:** "Impact of Cultural Dimensions on International Project Management Effectiveness."

Bachelor of Arts in International Relations

2008 - 2012

University of Dayton

United States, Dayton, OH

Skills

Analytical Thinking ◆◆◆◆◆

Documentation and Reporting ◆◆◆◆◆

Negotiation Skills ◆◆◆◆◆

Resource Allocation ◆◆◆◆◆

Risk Assessment ◆◆◆◆◆

Languages

◆ Spanish (advanced)