
Meghan Rusk

Project Coordinator

meghan.rusk@hotmail.com 

250 560-6160 

Victoria, Canada 

linkedin.com/in/meghan-rusk 

To

Red Seal Recruiting
612 Bolkensine Road
Victoria, BC
V8Z 1E8

17 July, 2019

Dear Sir/Madam,

My name is Meghan Rusk, and I am eager to join Red Seal Recruiting, specifically as a Junior Business Consultant. The opportunity interests me, as I believe my skills and abilities can be an asset to Red Seal Recruiting's team in accomplishing the company's goals and objectives.

I currently work in project management as a Projects Coordinator, supporting up to 10 projects in the high-bid, fast paced, transit industry. This job has provided me with experience in tracking and maintaining project deliverables and milestones, creating and updating project status reports, project charters, meeting minutes and actions, and official client correspondence. Additionally, I am responsible for maintaining order entry databases, attending and leading client teleconferences, as well as scheduling and the coordination of high-level interdepartmental meetings including, but not limited to, those in risk and escalated issues management. I intend on continuing to grow my skills and experience to become better at my position and in turn be effective in my communications and delivery at every point in the project life cycle.

In the workplace I routinely go above and beyond my designated responsibilities while exemplifying an ability to both give and receive feedback. I am presently part of the Social and EH&S Committees, as well as the lead of the 5S Committee which frequently conducts audits to ensure the workplace is consistent with 5S standards.

I am a quick learner who is dedicated to providing the highest level of client satisfaction possible. I am confident that my knowledge and expertise will allow me to make a valuable contribution to your organization. I intend on continuing to grow my skills and experience to become better at my position and in turn be effective in my communications and delivery at every point in the project life cycle. I look forward to hearing from you to schedule an interview, during which I hope to learn more about your company's plans and goals and how I might contribute to the success of your team.

If you find my skills and qualifications match your requirements, I would be thrilled if you contacted me on my personal phone number 250-580-6160 or email me at meghan.rusk@hotmail.com.

Sincerely,
Meghan Rusk

Meghan Rusk

Project Coordinator

I'm a highly motivated and solutions orientated professional with an exceptional work ethic and solid track record for consistently meeting and exceeding company goals and objectives. With a strong background in project development and the coordination of varied projects, I have the ability to work both independently and as part of a team. My high energy level, enthusiasm, and determination combined with my reputation for honesty and integrity have contributed to a successful career to date.

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SKILLS

Microsoft Office

JIRA

Macola

SharePoint

Customer Service

Decision Making

Client Management

Operational Support

5S

Critical Thinking

Organization

Delegation

SupplyON

Invoice Management

Conflict Resolution

Relationship Building

Documentation Control

Project Support

Teamwork

EH&S

WORK EXPERIENCE

Project Coordinator

Quester Tangent Corporation

04/2019 – Present

Victoria, Canada

Achievements/Tasks

- Participate in and lead weekly client project meetings, including creating and maintaining project meeting minutes and actions
- Coordinate between departments to ensure project deliverables and actions are on target for completion
- Support Project Managers in managing client expectations while providing a positive customer experience
- Communicate risks and issues with Project Managers and develop effective mitigation strategies
- Produce, deliver, and maintain client facing project documentation

Project Management Assistant

Quester Tangent Corporation

01/2018 – 03/2019

Victoria, Canada

Achievements/Tasks

- Worked with IT to create an efficient workflow for optimizing project order entry
- Produced department instruction documentation to improve training processes
- Coordinated interdepartmental, and client interactions
- Created, and maintained project documentation and correspondence

Production Manager

Cambiguous Productions

04/2013 – 01/2018

Victoria, Canada

Achievements/Tasks

- Managed video shoots to ensure smooth execution
- Coordinated equipment and venue rentals, talent, and services required on set
- Maintained accounts and ensured video shoots remained on budget

EDUCATION

Bachelor of Arts - Geography; Environmental Studies

University of Victoria

09/2011 – 04/2017

INTERESTS

Skiing

Hiking

Photography

Videography

Gardening

Video Games