



Jennifer Dawson

Project Coordinator

Ms. Dawson is a results driven, self-motivated and resourceful project coordinator with an in depth understanding of all aspects of project coordination, implementation, and document control. Jenn brings over 10 years of experience working in and around large industry and construction.

Jenn's experience includes managing project budgets, preparing project organization and communication charts, tracking progress and quality of work, communicating project information to team and clients, tracking and managing procurement activities, maintaining all project documents for accessibility, and communicating with project manager and team on status and issues related to projects.

- Project Coordinator on \$1.5 + billion fertilizer manufacturing facility land development and infrastructure projects. Responsible for managing project invoices, maintaining all project tracking logs, tracking all project documentation for team and client, and assisting project manager in drafting and issuance of proposals, RFP's, bid proposals and bid review.
- Project Coordinator for \$690 million 4000 MT polysilicon manufacturing facility. Responsible for coordinating with project management team and contractors in various aspects/phases of project to include: coordination of the construction permitting process, contractor invoice review, cost estimating quality issues, review and analysis of construction budget, change order analysis, creating and maintaining project files, and verifying completeness and accuracy of turnover documentation.
- Environmental Technician for an operational fertilizer manufacturing facility. Responsible for oversight of facility land application program, completing and filing land application permit requirements, coordinate water balance tracking and forecasting.

AREAS OF EXPERTISE

*Project Coordination
Team Coordination
Organization Planning
Document Control
Contract Analysis
Budgets
Client Coordination*

SKILLS

*MS Office
Time Management
Multi-Tasking
Communication Skills*

EDUCATION

BS Business Administration
University of Wyoming
2003-2007

Food safety and sanitation procedures in food processing, manufacturing, wholesale and warehouse or storage facilities certificate program – Cornell University (USDA)

CONTACT DETAILS

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