

BECCA HICKMAN

Project Coordinator

📞 (404) 932 -1683 @ beccadhickman@gmail.com linkedin.com/in/beccadhickman 📍 Atlanta, GA

SUMMARY

Diligent Project Coordinator with solid background in coordinating diverse projects from inception to completion. Consistently met individual performance, goals, but is also known for being a valued teammate, willing to assist with any task at hand with an eagerness to excel and contribute to team success through a commitment to a strong work ethic, attention to detail, and great communication to meet organizational deadlines and customer needs. Proven ability to foster teamwork and adapt to evolving project needs with focus on achieving objectives. Driven to explore new opportunities and challenges within a new role, hoping to carry over existing skills and experience that have been developed over the years in my professional career, that can be utilized for further success and growth - both individually and within an organization.

PROFESSIONAL EXPERIENCE

Project Coordinator

Office Images Inc.

📅 02/2023 - Present 📍 Roswell, GA

Office Images is one of the largest Haworth preferred furniture dealerships, providing furniture and architectural solutions

- Create proposals and process initial sales and change orders
- Maintain project financials including change requests and actual costs
- Manage order specifications, pricing, and delivery dates with vendors
- Prepare installation packages and coordinate installations between clients and the Operations Department

Associate Project Manager (North and Central America)

Elekta Inc.

📅 2021 - 2023 📍 Atlanta, GA

Elekta develops and produces equipment and clinical management services for treating cancer and brain disorders

- Pro-actively participated in the full life cycle of projects while supporting project planning, setup, monitoring, and closeout phases
- Support order fulfillment by processing Salesforce quotes and creating financial plans
- Micromanaged our logistical partners to support installation of infrastructure within Elekta Systems
- Acted as a liaison between the Project Managers and Product Supply Centers to secure shipment and consolidation of goods at regional storage facilities
- Streamlined process of updating data and maintenance of logistics requirements for users within ERP Systems by consolidating related fields and aggregating key statistics
- Coordinated logistics for large-scale projects internationally, involving over 100 vendors

Claims Analyst

Goldfein Claims Management

📅 2020 - 2021 📍 Atlanta, GA

Goldfein, LLC is a national law firm specializing in automotive property damage claims

- Analyzing auto claims on repossessed vehicles involving damage on behalf of large financial institutions
- Detailed data entry while reviewing and updating claim information using the database, Quick Base
- Surveyed police reports with customer records, to determine the extent of liability and verify overall coverage during the point of accident and date of loss

EDUCATION

B. B. A, Business
Economics

Georgia State University

📅 2018 - 2020 📍 Atlanta, GA

GPA

3.7 / 4.0

PROFESSIONAL SKILLS

MS Office	CRM - Salesforce	ERP
Infor M3	Procurement & Purchasing	
Coupa	Supply Chain Management	
Logistics & 3PL	SAP NetSuite	

STRENGTHS



Project Management

Experience in reaching 100% of all deadlines with strategic approach towards time management



Time Management

Excellent time management skills and ability to multitask and prioritize work in a fast-paced environment.



Interpersonal Skills

Attentive to detail with a logical and analytical approach. Strong communication skills with the ability to build strong cross-functional relationships and work collaboratively with other departments.

HIGHLIGHTS



Oversee 60+ concurrent brachytherapy implementation projects for cancer treatment centers nationwide.



Achieved 100% installation on time in Q4 2021 amidst immense global supply chain challenges.



Executing numerous highly profitable projects with budgets over \$200,000

CERTIFICATION

Public Notary, Georgia, Valid Until 2027

INTERESTS



Singing & Ukuleles



3D Printing using CAD or digital models