



# LANA SANDERSON

## COORDINATOR AND LOGISTICS EXPERT

### PERSONAL PROFILE

Enthusiastic, results driven individual with demonstrated organizational and analytical skills in any environment. Extended internal/external coordination expertise and ability to achieve consensus and cooperation in diverse groups through excellent verbal as well as written communication skills. Able to adapt to change independently and within large group settings.

### HIGHLIGHTED SKILLS

- Conflict Resolution
- Excellent Communication Skills
- Troubleshooting
- Service and Support
- Strong Work Ethic
- Great Attention to Detail

### CONTACT INFORMATION

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Address: 418 Mary Cameron Cres. N, Lethbridge AB

### PREVIOUS EDUCATION

#### Devry University of Technology

BACHELOR BUSINESS OPERATION 2002 - 2005

### INTERNATIONAL INTERNSHIP

THE GLOBAL VILLAGE - BETHLEHEM, PA

- Future Leaders and Industry Summer 2005 Iacocca Institute and Lehigh University, Interacted with colleagues who are interns from different academic majors, professions, countries and cultures.
- Networked with sixty executives who represent large and small corporations, family-owned businesses, start-up companies and sole proprietorships.
- Attended courses taught by international and domestic instructors, including International Protocol.

### WORK HISTORY

#### Managing Coordinator

CANADIAN URBAN TRANSIT RESEARCH  
& INNOVATION CONSORTIUM (CUTRIC)  
NOVEMBER 2016 TO PRESENT - CONTRACTING

- Coordinate, manage and negotiate the logistics of major and minor events, working with external 3rd party entities to deliver contracted services.
- Negotiate competitive contracts associated with coordination and logistics duties from a pricing, quality control, and delivery perspective with 3rd party.
- Establish professional budgets and monitor revenue and spending per event using professional budgeting skills. Purchase materials (hardware, software, printed, etc.)
- Provides historical references by developing and utilizing project management and data retrieval systems at the highest level of professional quality.
- Train, orient and help to recruit new staff in various roles. Improve program and service quality by devising new applications, updating procedures, evaluating system results with users.
- Obtain sponsorships for CUTRIC events, large and small.

#### Project and Proposal Coordinator

DILLON CONSULTING LIMITED  
2009 - 2016

- Collaborated closely with Project Managers across Canada, cross functional teams and all partners, internal and external. Project Manager experience with Engineers, Planners, Architects and other.
- Supported the implementation and management of assigned projects from start to finish in multiple softwares.
- Assisted the project teams in project related activities from building schedules, budgets, calling clients, meeting with clients. Project related documentation
- Prepare reports to enhance Project Manager job knowledge in relation to project's financial performance.
- Analyzed the variance between budgeted profits and actual achieved.
- Reviewed and tracked documentation, regulatory documents and internal documents.
- Maintained tracking tools, metrics, and calendars.
- Contributed to the maintenance of records management system and adherence to business processes.

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## WORK HISTORY CONTINUES

### Sales Coordinator

*NASCOR LIMITED NOV. 2008 - MAR. 2009*

- Coordinated sales orders within proper channels of company procedures.
- Produced documentation packages required by the City for permit.
- Scheduled orders in system for production to meet customers' requests.
- Followed-up with customers and met any extra needs specified.

### Truss Administrative Technical Coordinator

*NASCOR  
LIMITED 2007 - 2008*

- Coordinated information between sales, technical engineers, production and shipping.
- Assigned projects and followed up with technician on completion.
- Granted material requested by site to be put in production.
- Created required documents to be sent to site with proper coordinates.
- Managed revisions made by technicians.
- Updated information for orders in system.

### Production Coordinator

*NASCOR LIMITED 2006 - 2007*

- Collected orders from the builders and updated the status in the system.
- Organized the orders by proper correlating shipping date.
- Collected information for the orders built to identify correct pieces to build in the shop.
- Prepared daily production report.
- Entered employees piecework and calculated individual bonuses based on set targets.
- Submitted a payroll summary on a bi-weekly basis.

### Retail Sales Process Coordinator

*PELLA WINDOWS AND DOORS 2005 - 2006*

- Responsible for following process in scheduling six installation crews located in Edmonton and Calgary.
- Coordinated an open communication channel between sale department representatives, order verifiers, installers and customers.
- Established contacts and purchased special products from third party vendors requested by customers.
- Assigned date of installation within a lead time provided by main supplier with regards to customers need date.
- Responded to issues on site and followed through with recovery plan, and making sure the customers are "very satisfied".

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