

Shaquom D. Thorpe

1

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Project Coordinator - Business Operations Consultant

Summary

Results driven Project & Operations Professional with 6+ yrs of experience across construction, engineering, and business operations. With proven success managing multimillion dollar construction projects, optimizing procurement and scheduling, while driving cross-functional improvements in both field and corporate environments. Skilled in budget oversight, regulatory compliance, change management, team leadership, and vendor coordination, with consistent record of improving project efficiency, documentation accuracy, and operational outcomes. Adept at navigating fast-paced, high-stakes environment while delivering measurable results across diverse industries.

Professional Experience:

Construction Project Coordinator - The Levy Company LLC. (Heavy-Highway Electrical Construction Firm)

Location: Del Valle, Tx (On-site) | March 2024 – April 2025

- Managed budgets exceeding \$2M, optimizing cost efficiency and reducing expenses by 10% through strategic procurement
- Led material procurement
- Successfully secured and processed over 50 required permits, ensuring regulatory compliance and avoiding project delays.
- Processed and tracked 100 change orders, improving documentation accuracy and accelerating approvals by 20%
- Conducted over 30 site visits, resolving conflicts in real time and enhancing team coordination, reducing rework by 25%
- Streamlined project scheduling, reducing project completion time by 10% through improved coordination with subcontractors
- Maintained Meticulous project documentation, improving audit efficiency ensuring seamless project closeout

Presto Prosecco Winery Brand Ambassador - Junior Project Manager/Events Coordinator (International Winery)

Location: Austin, Tx /Veneto, Italy (Hybrid) | (Current Freelance Contract)

- Executed seamless 5-hour sampling events, meeting Presto's quality standards and objectives.
- Managed procurement of event materials, demonstrating financial responsibility and accountability.
- Liaised with Whole Foods Market associates for event logistics and secured necessary approvals.
- Coordinated setup of sampling stations, collaborating with the Seafood department for supplies.
- Developed and implemented detailed checklists that improved event execution efficiency.
- Analyzed and recorded sales data, contributing to an increase in post-event sales through data-driven insights.
- Shared comprehensive event documentation, facilitating reimbursement processes.

Quality Engineering Supervisor/Project Coordinator - Vayan Group (Formally ATCO Industries) (Client Tesla)

Location: Austin, Tx (On-site) (Contract) | Apr. 2022 – Mar. 2023

Collaborated with the Tesla Engineering team and suppliers, implementing corrective actions through root-cause analysis for diverse issues, ensuring optimal support for Tesla's assembly line daily requirements.

Selected Contributions:

- Monitored progress and deliverables across multiple projects, achieving a 97% adherence to deadlines and 98% performance goal attainment.
- Coordinated systematic planning of workload execution, optimizing operations and resource allocation.
- Provided technical support and training to employees in assigned production areas, enhancing team production through effective communication
- Conducted daily layered process audits of inspection activity and interfaced with various customer groups for containment-related activities.
- Performed data management activities, generating reports on quality inspection, scrap, inventory, and time management.
- Monitored performance against agreed standards, taking necessary actions to communicate/advise/assist based on performance levels.

GIS Software Implementation Coordinator | (CoreLogic/Cotality (Contract to Direct Hire)

Sep 2021 - Mar 2022 | Austin, Texas, United States

Led the development and integration of clients transitioning from CoreLogic's legacy platform to new Core business applications, specifically the RiskMeter software.

Key Responsibilities:

- Maintained close relations with transitioning clients, ensuring buy-in from both low and high-level stakeholders.
- Collaborated with Key Stakeholders to define the product vision and road map for the integration process.
- Articulated the business values of the new/revised product, facilitating the forecasting of return on investment.
- Demonstrated effective judgment and presented options to stakeholders, gaining buy-in for proposed solutions and product plans.
- Provided leadership to communicate the product vision, guiding software development for timely delivery in an Agile development process.
- Established and met development deadlines in collaboration with the technical development team.
- Fostered collaboration with stakeholders in associated development and cross-functional teams, ensuring the successful launch of the product.

Project Coordinator/ Jr. Project Manager | K Friese + Associates (Client TxDOT) (Enterprise Subcontract)

Aug 2020 - Jul 2021 | (1 yr. Contract) | Austin, Texas, United States

Managed activities aligned with the operational requirements of the Texas Department of Transportation, focusing on project tracking, research, and reporting.

Selected Contributions:

- Conducted detailed project tracking tasks in Excel, including weekly updates and timely report delivery.
- Served as RAID Log Owner across an entire division, conducting risk analysis to determine mitigation strategies and providing valuable insights.
- Conducted project-related research, investigations, and identified potential vendors, ensuring optimal cost and quality.
- Created and maintained project-related application templates in MS Project, Visio, Word, Excel, and other software systems.
- Actively contributed to project meetings, noting ideas and minutes, fostering effective collaboration among team members.

Director of Medical Records | Northern Services Group - Northern Manor Multi-Care Center (Urgent-Need-Contract)

Aug 2019 – Jun 2020 | Nanuet, New York, United States (Non-profit Organization)

Leveraged excellent interpersonal and technical skills to daily interact with providers and medical professionals, defining needs in billing, documentation policy, procedures, and regulatory requirements.

Selected Contributions:

- Collaborated with the Director of Nurses and Chief Compliance Officer in completing and submitting records requests for claims and risk management evaluations.
- Examined records for accuracy and completeness, compiled data, and created reports for corporate and administrative support.
- Managed the procurement of nursing and medical supplies on a weekly basis, maintaining inventory control and meeting all residents' daily care needs.

Education and Credentials

BACHELOR OF SCIENCE, Business Administration, Concentration: Operations Management & Leadership Minor: Computer Information Systems – 2019 State University of New York, (SUNY), College, Buffalo, NY

Certifications:

Institution: Management and Strategy Institute

Six Sigma Lean Black Belt Professional (LBBP)[™] since May 2019 (Council for Six Sigma Accredited)

IASSC Accreditation: #01-1041

HRCI Approved

Registered US Contractor, CAGE Code: 795L1

SHRM Approved

CPD Accredited Organization: #10042

Council for Six Sigma Accredited

Eligible for Federal, State, and Municipal Contract Bidding

Active SAM.gov registration

Kaizen Facilitator (CKF)[™] since May 2019

Apprentice Electrician License #: 663638

Perusing HVAC license to expand DoD and VA mechanical projects