

Brad Cooper

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Summary

A self-disciplined graduate with a strong commitment and developing expertise in sales, marketing, and project management. Effective in conducting market research, managing paperwork, and resolving administrative problems. Experienced in using MS Suite (Word, Excel, and PowerPoint) and MS Project. Proficient in accounting operations, financial forecasting, and investment analysis. Proactive problem solver with excellent interpersonal skills. Highly adaptable to ever-changing circumstances within a high-paced environment.

Education and Credentials

University of California, Berkeley, CA

Master of Science in Project Management | 2019

Subjects: Project Management Practices, Project Scope Management, Project Scheduling and Cost Planning, Project Quality Management, Project Evaluation and Assessment, Global Project Management, Project Resource Management, Leading Remote Project Teams

University of California, Berkeley, CA

Bachelor of Science in Project Management | 2017

Subjects: Principles of Marketing, Business Statistics, End-User Data Analysis Tool, Principles of Business Analysis Management, Project Procurement and Contract Management

Experience

Business Tech, Berkeley, CA

Marketing Assistant, 2014 to 2018

- Assisted Marketing Manager by conducting research and preparing reports.
- Analyzed financial statements and investment recommendations.
- Obtained knowledge about daily accounting operations and healthy financial management practices.
- Learned to use MS Suite (Word, Excel, and PowerPoint) and MS Project.

Synch Pro, Boston, MA

Real Estate Department Associate, 2012 to 2013

- Provided administrative assistance by maintaining documents and preparing reports.
 - Conducted market analysis and prepared paperwork.
 - Assisted in providing customer service.
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Skills

Analytical Thinking • Organizational Leadership • Teamwork • Time Management • Decision Making • Planning and Prioritizing • Fast Learner • Multi-Tasking • Communication Skills • Adaptability