



Jenny Orlando

Project Coordinator

Education

North Central College 2012, BA Sociology

Professional Experience

- KDI Design December 2016 to Present; Project Coordinator
- Fox River Distilling Company January 2015 to December 2016; Assistant Distiller
- SMS Assist November 2014 to July 2015; Operations Manager
- Northern Illinois Food Bank August 2012 to November 2014; Volunteer Coordinator
- Target November 2008 to August 2012; Merchandise Brand Team Leader

Professional Capabilities

- Coordinate All Procurement Project Activity from Inception to Completion
- Assess Vendor Quotes
- Develop Proposals, Purchase Orders, and Review Acknowledgments
- Create Client Invoices and Cost Analysis
- Maintain Detailed Status Reports for All Projects
- Develop and Maintain Valued Relationships with Vendors
- Work with Contractors to Ensure Timely and Efficient Completion of Projects
- Manage Multiple Projects

KDI

COMMERCIAL INTERIORS AND FURNISHINGS

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