

# JOSEPH BLAND

Gaffney, SC | contact@rinesi.us

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## PROFESSIONAL SUMMARY

Results-oriented Project Management Professional with 5+ years of experience overseeing end-to-end project lifecycles, coordinating cross-functional teams, and managing client relationships in fast-paced environments. Proven ability to drive on-time delivery, maintain accurate project documentation, and optimize operational workflows through process improvement methodologies. Seeking to leverage field-tested coordination and organizational expertise in an office-based project management or operations role.

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## CORE COMPETENCIES

- Project Lifecycle Management
  - Stakeholder & Client Communication
  - Budget & Resource Oversight
  - Schedule & Timeline Coordination
  - Risk Identification & Mitigation
  - Cross-Functional Team Leadership
  - Process Improvement (Lean/Agile)
  - Documentation & Status Reporting
  - Vendor & Contract Coordination
  - CRM & Database Management
  - MS Office / Google Workspace
  - Invoicing & Payment Tracking
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## PROFESSIONAL EXPERIENCE

**Project Lead & Operations Coordinator** | The Seat Doctor — Gaffney, SC | 2018 – Present

- Managed end-to-end project lifecycle for 10+ concurrent commercial remodeling projects, coordinating scope definition, scheduling, resource allocation, and client sign-off from kickoff through closeout.
  - Served as primary point of contact for all client communication — delivered consistent project status updates, managed expectations, and maintained high client retention through proactive issue resolution.
  - Developed and maintained detailed project documentation including timelines, scope of work, quotes, change orders, invoices, and correspondence, ensuring accurate records for every engagement.
  - Optimized scheduling and daily operational workflows across cross-functional teams, improving on-site productivity and achieving a 100% on-time project delivery rate.
  - Tracked budgets and expenditures across all active projects, identified cost-saving opportunities through strategic resource allocation, and minimized material waste.
  - Coordinated vendor and supplier relationships — managed purchase orders, tracked material deliveries, and resolved procurement issues to prevent schedule slippage.
  - Handled accounts receivable follow-up, payment plan coordination, and billing dispute resolution, maintaining organized financial records for multiple concurrent jobs.
  - Enforced quality assurance and compliance standards throughout project execution, sustaining a 100% incident-free safety record across all sites.
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## PROFESSIONAL DEVELOPMENT & SKILLS

- Actively pursuing PMP (Project Management Professional) certification — PMI recommended pathway.
- Practical experience with Agile and Lean process improvement principles applied in project coordination.
- Proficient in Microsoft Word, Excel, Google Docs/Sheets, and CRM/workflow management systems.
- Experienced with digital recordkeeping, data entry, and reporting tools in fast-paced operational settings.