

AUSTIN THOMPSON

CONTACT

☎ (860) 866-6153

✉ Auspiddit@icloud.com

■ West Hartford, CT

■ Auspiddit.net

PROJECT MANAGEMENT SKILLS

- Project Coordination
- Project Planning & Execution
- Event & Workshop Coordination
- Scheduling & Time Management
- Logistics & Transportation
- Stakeholder Communication
- Team Collaboration
- Task Prioritization
- Customer & Client Support
- Marketing Initiative Coordination
- Resource & Inventory Organization
- Problem Solving & Issue Resolution
- Change & Adaptability
- Crisis & Stress Management
- Data Analysis
- Facilitation & Presentation

EDUCATION

CONARD HIGH SCHOOL

High School Graduate | 2014

A-WAKENED EVENTS — MASTERY CLASSES

2024–2025

- Completed Xtreme Communications Course
- Awarded completion certificate by Chief Manifesting Officer Flory Netsch Hiatrides

PROFILE

Adaptable and people-focused professional with experience coordinating events, logistics, marketing initiatives, workshops, customer-facing operations, and daily activities across multiple environments. Demonstrated ability to organize competing priorities, coordinate people and resources, communicate with diverse stakeholders, solve problems under pressure, and support projects from planning through execution. Seeking an entry-level Project Coordinator or Project Manager opportunity where strong communication, organization, adaptability, and execution skills can contribute to successful project delivery.

EXPERIENCE

A-WAKENED EVENTS | 2023–Present

Assistant Project Manager / Seminar Facilitator / Social Media

- Support planning and execution of seminars, workshops, and company initiatives.
- Formulate and implement marketing strategies and initiatives supporting company objectives.
- Coordinate workshop activities, participants, and supporting resources.
- Help facilitate collaborative, performance-oriented workshops.
- Assist with event execution, communication, scheduling, and changing priorities.
- Support social media initiatives and audience engagement.
- Apply emotional intelligence and communication skills to facilitate productive interactions and resolve issues.

HEMOCARE TAKER | 2022–2025

Project Coordinator / Care & Daily Operations

- Coordinated transportation, appointments, events, and daily activities involving multiple schedules and priorities.
- Planned and organized daily activities around time-sensitive commitments.
- Managed transportation logistics and appointment coordination.
- Communicated with individuals and service providers to ensure activities were completed successfully.
- Adjusted schedules and plans when circumstances changed.
- Prioritized competing responsibilities while maintaining reliability and attention to detail.
- Applied problem-solving and crisis-management skills to unexpected situations.

KELSEY'S AUTOMOTIVE

Assistant Project Coordinator / Automotive Operations

- Coordinated vehicle and title transportation to and from wholesale dealers.
- Managed time-sensitive pickup and drop-off logistics.
- Organized vehicle inventory and maintained an efficient operating environment.
- Coordinated operational tasks with team members based on changing business needs.
- Supported daily operations while balancing multiple priorities.
- Demonstrated organization, reliability, attention to detail, and adaptability.

HARTFORD GOLF CLUB | 2015–2019

Assistant Project Manager / Banquet & Event Operations

- Supported planning, setup, execution, and breakdown of large-scale banquet events serving approximately **200–1,000 attendees**.
- Coordinated with team members across multiple event functions.
- Supported event logistics, food preparation, service operations, inventory, and venue preparation.
- Managed multiple simultaneous priorities against event timelines and deadlines.
- Responded to changing customer and operational requirements during live events.
- Helped coordinate resources and activities required for successful event execution.
- Communicated with customers and team members to identify needs and resolve issues.
- Maintained composure and effective decision-making in high-pressure environments.