

# Andrew Gaston

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## SUMMARY

Dedicated and focused Project Management Specialist with over 10 years of experience excelling at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Flexible, detail-oriented and adaptive team player with expertise in equipment operation, staff training and development, customer service and process improvements. Confident in leading team members, managing schedules and coordinating resources. Keeps projects on-track with decisive supervision and quick problem-solving. Persuasive in communicating and negotiating with internal team members, vendors and other stakeholders.

## SKILLS

- Operations Management
- Budgeting and Forecasting
- Purchasing and Procurement
- Administrative Duties
- Risk Assessment/Mitigation
- Conflict Resolution
- Work Flow Planning
- Project Development and Lifecycle
- Vendor Selection
- Verbal and Written Communication
- Budget Control
- Documentation and Reporting
- Cost Analysis
- Complex Problem Solving

## EXPERIENCE

Project Manager/Co-owner, Prodigy International , April 2020-Current  
Arusha, TZ

- Handled continuous project monitoring and management by developing forecasts, tracking expenses and approving payments.
- Brought projects in on-time and in accordance with budget and quality standards.
- Made changes to project scope and cost and implemented most effective change management processes to keep project up-to-date.
- Assessed project risks and devised mitigation strategies to avoid potential roadblocks.
- Managed entire project life cycle from initial concept through final delivery.
- Established project budgets and tracked expenditures.

Acquisitions Manager/Co-owner , A5 Redevelopment , June 2015-Current  
Houston, TX

- Managed projects governing material sourcing and cost savings initiatives.
- Analyzed and reported on market conditions for budgetary cost projections.
- Oversaw bidding processes.
- Prepared professional presentations.

Co-Owner/Operator, Furaha Sahani, January 2010-January 2020  
Houston, TX

- Promoted business on social media platforms to maximize brand identity and generate revenue.
- Led startup and opening of business and provided business development, creation of operational procedures and workflow planning.
- Supervised performance of workers with goals of improving productivity, efficiency and cost savings.
- Secured long-term accounts, managing sales presentations to promote product and brand benefits.
- Oversaw project execution, phase progress, workmanship and team performance to drive on-time completion of deliverables.

## **EDUCATION AND TRAINING**

### **Associate of Arts**

Restaurant And Culinary Management, Texas Culinary Academy , Austin US 2006

### **High School Diploma**

E.E. Worthing High , Houston US 2004