

ADAM ASIFO

Columbia / Odenton, MD | adamjasifo@gmail.com (email preferred)

SUMMARY

Project coordinator who keeps deliverables, timelines, and compliance records on track across concurrent client engagements. Tracks action items to closure, documents processes and decisions, prepares status reporting for stakeholders, and translates technical detail into plain language. Advanced in Microsoft 365 — Excel, SharePoint, Teams, Planner — with CompTIA Security+ and Information Science coursework in information systems and database design. Available immediately.

CORE COMPETENCIES

Project coordination: Project scheduling and timeline tracking, milestone and deliverable management, action-item and issue tracking, meeting coordination, agendas and minutes, status reporting, stakeholder communication, cross-functional coordination, risk and escalation tracking, vendor and resource coordination, change tracking, document control, budget and expense tracking, Agile and Waterfall project support

Tools: Microsoft 365 — Excel (PivotTables, XLOOKUP / VLOOKUP, Power Query, data validation, dashboards), SharePoint, Teams, Outlook, Word, PowerPoint, Planner, Lists; Google Workspace, Zoom, Slack; working knowledge of Microsoft Project, Smartsheet, Asana, Monday.com, Trello, Jira and Confluence; CRM and POS platforms; SQL (coursework)

Process & documentation: SOP and process documentation, training/compliance tracking, onboarding coordination, recordkeeping and version control, workflow improvement, plain-language technical explanation, staff training, regulated-environment procedures

AI-assisted documentation: ChatGPT and Claude for drafting status reports, meeting summaries, and requirements, with structured review of output for accuracy before it reaches stakeholders

PROFESSIONAL EXPERIENCE

Project Coordinator / IT Operations Support

2024 – Present

MetroStar Corp | Remote / Columbia, MD

- Monitor deliverables, timelines, and action items across concurrent client engagements, flagging slipping items to leadership before they become escalations.
- Update training and compliance tracking, monitoring completion status, follow up on outstanding items, and keep records current in Excel and SharePoint.
- Document requests, resolutions, decisions, and escalations so ownership and status stay accurate through handoffs; write and maintain internal process documentation and reference guides as procedures change.
- First point of contact for employee and client support requests — account access, Windows, macOS, and Microsoft 365 — resolving within scope and escalating what requires deeper review.

Realtor Assistant / Operations & Marketing Support

2021 – 2024

Profusion Real Estate LLC | Baltimore, MD

- Built and maintained Excel comparison models covering property data, comparable sales, repair estimates, and cost assumptions that fed go / no-go decisions on prospective acquisitions.
- Coordinated setup of multiple rental properties, sourcing furnishings and fixtures, scheduling contractors, tracking purchases, and keeping installations moving.
- Managed social media content across major platforms, creating posts that increased online visibility, grew audience engagement, and generated inbound business interest from prospective clients and partners.

Service & Events Staff

2022 – 2026

The Hall CP | College Park, MD

- Ran front-of-house service for weddings, tailgates, conferences, and campus events; coordinated food, beverage, and guest needs under fixed schedules and trained new staff.
- Processed POS transactions accurately in a high-volume venue — modifications, split checks, tabs, and refunds.

Guest Services Representative

2022 – 2024

Holy Cross Hospital, Trinity Health | Silver Spring, MD

- Checked in visitors at a high-volume hospital entrance, maintained access records, explained visitor limits, and coordinated urgent exceptions with nursing staff, while maintaining HIPAA compliance.

LEADERSHIP & ADDITIONAL EXPERIENCE

Technical Operations Intern, WMUC Radio, University of Maryland (Summer 2024). Scheduled studio sessions, ran repeatable equipment-check procedures, and documented setup issues to keep bookings on schedule.

Event & Public Relations Coordinator, Maryland Music Business Society (2023–2025). Organized networking events connecting students with music-industry professionals — logistics, speakers, and event communications.

Vice President of Education, Maryland Cybersecurity Club (2022–2025). Planned and ran educational programming for 20–25 members, coordinating guest speakers and preparing materials for mixed experience levels.

CERTIFICATIONS & EDUCATION

- CompTIA Security+ (SY0-701) — active, November 2025 · Artificial Intelligence & Career Empowerment Certificate — University of Maryland, Robert H. Smith School of Business
- **University of Maryland, College Park — Information Science coursework, 103 of 120 credits completed | 2021–2025**