

ROSS HUNTER

ABOUT

With extensive experience in project coordination and management, I am seeking a challenging Project Management role. I aim to leverage my robust project management skills to drive success and team performance. Known for maintaining high-margin customer projects and fostering strong client relationships, I am eager to lead innovative initiatives and add significant value to your company. My ability to keep projects within budget, coordinate with clients, and oversee team performance, combined with a strong work ethic and ability to turn challenges into opportunities, ensures successful project execution and maximum customer and stakeholder satisfaction.

PROFESSIONAL EXPERIENCE

Applied Medical | Rancho Santa Margarita, CA

Inventory Specialist

April 2025 – September 2025

- Monitored and maintained optimal spare parts inventory levels.
- Utilized SAP and SolidWorks to track, manage, and order parts.
- Received, organized, and cataloged all incoming parts for Rancho and Lake Forest locations.
- Procured parts through POS system to ensure minimum stock levels across all machines and sites.
- Operated company vehicle to transport and deliver parts between Rancho and Lake Forest facilities as required.

Synergy IT Solutions | Remote

Project Manager

Mar 2024 – June 2024

- Provide customer quotes and pricing on projects while maintaining a 30% to 50% margin.
- Projects included Audiovisual, VOIP installations, Cabling, and Printers.

- Supervise team of two while managing technician updates and travel schedules which resulted in customer satisfaction and overall technician morale.
- Recruit new technicians, including discussions on rates and schedules for upcoming projects, as well as meeting client's expectations.

FenceScreen, LLC | Rancho Santa Margarita, CA

Office Administrator

Aug 2023 - Mar 2024

- Managed office files, organizing files for the previous year and storage for earlier years.
- Managed all online orders, ensuring the correct facility ships out the product.
- Answered phone calls and routed them to the appropriate department.

L.M.S. | Irvine, CA

Senior Project Coordinator

Mar 2011 - May 2022

- Coordinated high-volume installation of printers for high-profile clients.
- Provided customer quotes and pricing on projects while maintaining a 30% to 50% margin. Projects included Audiovisual, VOIP installations, Cabling, and Printers.
- Worked with clients to keep projects within budget.
- Responsible for a 35% increase of profits for the department.
- Supervised a team that included other coordinators.

Islands Restaurant | Mission Viejo, CA

Waiter

2007 - 2011

- Delivered exceptional customer service by managing multiple tables efficiently and ensuring guest satisfaction in a fast-paced environment.
- Trained new team members on menu knowledge, service standards, and restaurant procedures, contributing to team productivity.
- Memorized a diverse menu of specialty pizzas, salads, and entrees to provide personalized recommendations for guests.

California Pizza Kitchen | Mission Viejo, CA

Waiter

2006 - 2007

- Provided attentive table service, ensuring timely delivery of food and beverages in a tropical, family-friendly setting.
- Created a welcoming atmosphere by engaging with guests, addressing special requests, and resolving complaints promptly.
- Worked collaboratively with the kitchen and bar staff to meet customer needs and maintain smooth service during peak hours.

EDUCATION

Saddleback College | Mission Viejo, CA

- Computer Maintenance Technologies, 2013
- A+ Certification Course Completion.

Mission Viejo High School | Mission Viejo, CA

- Diploma