

Allyson Kidwell

Cheyenne, WY, 82001, USA, 720-324-6910, alkidwell0220@gmail.com

SUMMARY

Dynamic Project Coordinator with over 4 years of experience in managing cross-functional teams and delivering complex projects for the pharmaceutical and biotech industries. Proficient in compliance with GMP, ISO, and FDA standards, having successfully led numerous system installations and validation activities. Proven ability to enhance project efficiency, demonstrated by significantly improving communication channels and adherence to timelines. Eager to leverage expertise in project management to drive results and ensure exceptional client satisfaction.

WORK EXPERIENCE

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| 10/2021 – 09/2025 | Project Coordinator, Particle Measuring Systems | Boulder, CO, USA |
| | <ul style="list-style-type: none">• Coordinated cross-functional teams to deliver Facility Monitoring Systems (FMS) and contamination control solutions for pharmaceutical and biotech clients.• Managed project schedules, budgets, and deliverables while ensuring compliance with GMP, ISO 14644, FDA, and other regulatory standards.• Served as a liaison between clients, engineers, quality, and validation teams, fostering clear communication throughout project lifecycles.• Prepared and maintained project documentation, including risk assessments, validation protocols, and progress reports.• Facilitated project meetings, tracked milestones, and proactively resolved issues to ensure successful implementations.• Supported system installations, FAT/SAT/IQ/OQ validation activities, and handover processes in cleanroom environments. | |
| 09/2020 – 10/2021 | Sr. Commercial Loan Services Coordinator Specialist, BOK Financial | Boulder, CO, USA |
| | <ul style="list-style-type: none">• Managed high-volume Outlook Inbox and Salesforce/CIS systems to support complex commercial and SBA lending activities.• Ensured compliance with state and federal banking regulations across multiple loan types, including syndicated and revolving lines of credit.• Acted as the primary point of contact for partners and account executives, providing detailed data analysis and strategic support.• Led the Bank's Paycheck Protection Program in partnership with the SBA, delivering critical financial relief to clients affected by COVID-19. | |
| 08/2019 – 08/2020 | Assistant Office Manager / Customer Retention Specialist, State Farm – Bill Tutterow Agency | Boulder, CO, USA |
| | <ul style="list-style-type: none">• Onboarded, trained, and supervised junior staff to enhance team performance and client service.• Retained a substantial client base through proactive communication, empathetic problem-solving, and timely resolution of inquiries.• Functioned as the office Flood Insurance Specialist, liaising with FEMA underwriters and ensuring regulatory compliance.• Prepared Acord Forms and Evidence of Insurance Certificates, guaranteeing accurate documentation for clients and carriers. | |

11/2018 – 08/2019	Customer Service Representative – Environmental Sciences, Urban--Gro	Lafayette, CO, USA
	<ul style="list-style-type: none"> • Provided administrative support to Environmental Scientists and senior team members. • Managed client communications to ensure timely delivery of products and services, maintaining a 2-hour response standard for inquiries. • Processed orders accurately in Acumatica ERP (sales, purchase, invoices, collections). • Monitored client satisfaction via surveys, consistently achieving high ratings for service quality. 	
05/2018 – 11/2018	Loan Quality Assurance (Contract), ANB Bank	Denver, CO, USA
	<ul style="list-style-type: none"> • Conducted QC reviews of HMDA and TRID loan reporting, enhancing audit accuracy from 82.9% to 98.7%. • Reviewed complex commercial credit files and attorney-prepared documentation to ensure regulatory compliance. • Maintained precise HMDA LAR data entry and supported bi-weekly compliance reporting. 	
05/2012 – 07/2017	Sr. Commercial Loan Team Lead, Bank of the West	Louisville, CO, USA
	<ul style="list-style-type: none"> • Audited commercial loan files to ensure adherence to regulatory and bank compliance standards. • Reviewed and processed documentation, including promissory notes, collateral assignments, and loan agreements. • Coordinated loan closings with internal teams and external stakeholders, facilitating efficient and compliant operations. 	

EDUCATION

11/2012 – 05/2013	University of Phoenix – Online Studies Degree not Obtained	Home Studies, USA
01/1992 – 08/1992	Front Range Community College Degree not Obtained	Westminster, CO, USA

SKILLS

Project Coordination	Scheduling
Regulatory Compliance (GMP, FDA, ISO 14644)	MS Office
Salesforce (ECRM)	Laser Pro
Finance Center	AFS Host Systems
SharePoint	Banker Systems
Jack Henry & Associates	Acumatica ERP
Google Docs	Kronos
PeopleSoft	Lender Assist
CreditPro	Financial & Contract Management
Documentation & Reporting (SOPs, Validation)	Stakeholder & Client Communication
Risk Management & Issue Resolution	Cross-Functional Team Support

Additional internal regulatory/compliance training