Logan Moseley

Project Coordination · Operations & Logistics · Stakeholder Relations
Philadelphia, PA loganjamesmoseley@gmail.com linkedin.com/in/loganjmoseley loganjmoseley.com

PROFILE

Operations-oriented professional with a record of coordinating complex, multi-stakeholder environments from end to end. Experienced keeping fast-moving systems running at scale, delivering projects under real time pressure, and building the documentation that makes teams run better after you. Brings a results-first mindset: puts numbers behind outcomes, anticipates problems early, and communicates with clarity and calm. Currently pursuing a B.A.A.S. in Leadership & Communication at Penn (4.0 GPA) while working full-time.

CORE COMPETENCIES

Project & Event Coordination · Logistics & Workflow Management · Vendor & Supply Coordination
Stakeholder & Client Relations · Cross-functional Communication · Process Documentation & Onboarding
Schedule & Resource Alignment · Compliance & Quality Control · Microsoft Office · Slack · Asana

EXPERIENCE

University of Pennsylvania — Penn Dental Medicine
May 2023 – Present

Instrument Management & Customer Service Specialist Philadelphia, PA

- **Coordinated systems across 5 specialty clinics** — serving 200+ dental students, 30+ residents, and 30+ faculty daily — maintaining zero compliance breaches across all clinical operations.
- **Sterilized, tracked, and accounted for 1,000+ unique dental instruments** across morning and afternoon sessions, sustaining a 15-minute turnaround on critical items through precise cycle timing and pre-staging.
- Served as a trusted liaison to residents and faculty, anticipating individual provider preferences to enable sub-minute handoffs and de-escalating issues under time pressure with clarity and calm.
- Produced and version-controlled operational materials including signage, checklists, and handouts; authored a closing checklist that standardized end-of-day procedures department-wide.
- Coordinated cross-clinic vendor sourcing to resolve stockout risk and issued concise status updates to keep all parties aligned.
- **Cross-trains new staff** regularly across 5 specialty clinics with distinct instrumentation workflows.
- Recognized with an Outstanding Service Award by Penn Dental Medicine's graduating class.

The Rounds
Sep 2021 – Apr 2023

Operations Associate Philadelphia, PA

- Coordinated routes, shifts, and field-to-warehouse communications via Slack and Asana across West and South Philadelphia and Center City to improve on-time delivery performance.
- Resolved customer issues efficiently in a high-volume environment; documented problems and follow-ups to support ongoing service quality.

Saint Agatha-Saint James Catholic Church
Volunteer, 2023 – Present

Young Adult Leadership Committee · Men's Group Leader Philadelphia, PA

- **Produced a sold-out murder mystery event for 100+ paid attendees** — wrote the original script from scratch, designed 9 unique characters, directed actors, oversaw costume and stage design, managed lighting, secured and coordinated payment for a live jazz band, and handled all venue logistics.
- Coordinated marketing, ticket sales, and volunteer staffing end-to-end with no outside event management support.
- Leads a weekly men's group: curates discussion topics aligned to group interests and manages ongoing programming.

EDUCATION

University of Pennsylvania — College of Liberal & Professional Studies
Expected May 2027

B.A.A.S., Leadership & Communication — GPA: 4.0 Philadelphia, PA