

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Junior Project Coordinator - Company / Location

MONTH YEAR - Present

- Assisted with the forward movement of projects by working closely with the senior project coordinator.
- Oversaw project assistants to ensure they stayed current on all project milestones and documentation.
- Monitored various project activities to ensure quality assurance and that things were progressing on schedule.
- Built and maintained relationships with everyone involved in the project, from clients to all employees, to ensure proper communication and that everyone works well together.

Project Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Scheduled meetings between project coordinators, managers, and others involved in the project to ensure goals, timelines, and satisfaction were being met.
- Documented project progress before entering it into Microsoft Excel and other project management software.
- Communicated directly with clients on behalf of the project coordinators.
- Collaborated with project coordinators on ideas based on project progress and reports.

Project Experience

- **Website Redesign:** Collaborated with the web design team and other project coordinators to redesign a website for a client. After the completion of the project, the client saw an increase in website traffic by 50% and, therefore, an increase in sales.

Education

Master's Degree in Project Management - University of Alabama

MONTH YEAR

- GPA: 3.6
- AWARD
- AWARD

Bachelor's Degree in Business Administration - University of Alabama

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Project management software
- Collaboration and teamwork
- Excellent written and verbal communication
- Great attention to detail
- Documentation and reporting

Licenses & Accreditations

Licenses & Accreditations

- [Sigma Six Green Belt](#) (pursuing Sigma Six Black belt)
- Project Management Professional (PMP)
- Certified Associate in Project Management (CAPM)