

# Project Coordinator Intern Resume Sample



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## NELDA WILL

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### WORK EXPERIENCE

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#### **PROJECT COORDINATOR / PROGRAM MANAGER INTERN**     **07/2017 - PRESENT**

*Detroit, MI*

- Coordinate the day to day tasks associated with launching a support ticketing system
- Assist the Client Services Team with client follow up including statements of work, goals and deliverables
- Assist with documentation and recommendation of support processes and procedures for Client Services
- Support Client Services team on an ad-hoc basis to assist with ongoing projects
- Training and Documentation on new support ticketing system and current Client Services processes/procedures
- Reporting on Customer Satisfaction/Net Promoter Scores and recommendations on process/procedure changes to increase those scores
- Collaborate with Program delivery teams to generate, organize, and manage requirements content
- Assist the PM team with the ability to consult with customer stakeholders to elicit, evaluate, analyze, validate, develop, and document business, operational, and regulatory requirements

#### **PROJECT COORDINATOR INTERN**

**09/2014 - 04/2017**

*New York, NY*

- Supporting the Program Manager and relative team to achieve program deliverables
- Keep team engaged and solicit help from other areas as needed
- Track all deliverables to support on time Product Development Process (PDP) Gate reviews

- Maintain inventory for all trial materials and engineering product
- Make certain that clients' needs are met as the project evolves
- Monitor and track project's progress and handle any issues that arise
- Schedule, track and communicate project needs as requested
- Escalate any perceived or evident project related issues with appropriate resources

#### **PROJECT COORDINATOR INTERN**

**03/2011 - 04/2014**

*New York, NY*

- Define and clearly articulate business processes
- Act as liaison between PM and internal technical resources
- Demonstrate independent action, prepare and execute simple briefings to involve personnel
- Demonstrate the ability to work in group or team based projects
- Be able to conduct independent research and report results of research
- Proficient in MS Office applications – Word, Excel, Project
- Gather all project information: schedules, data requests, assignments, tasks, and project meetings
- Monitor and modify project schedule as assigned

#### **EDUCATION**

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**STRAYER UNIVERSITY - DELAWARE COUNTY CAMPUS**

**2007 - 2011**

*Bachelor's Degree in Business*

#### **PROFESSIONAL SKILLS**

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- Written Communication Skills/ Presentation Skills/Customer Service Skills
- Has strong analytical, research, and problem solving skills
- Strong interpersonal skills with the ability to coordinate and problem-solve with business, manufacturing and technical stakeholders
- Excellent written and verbal communications skills are necessary
- Strong interpersonal skills with a desire to collaborate with internal and external business/technical teams
- Strong process analysis and definition skills
- Outstanding written and verbal communication skills suitable for a professional work environment

**CREATE A PROJECT COORDINATOR INTERN RESUME**

**How to write Project Coordinator Intern Resume**

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