

First Last

Entry-Level Project Coordinator

WORK EXPERIENCE

Resume Worded, New York, NY

Entry-Level Project Coordinator

01/2015 – Present

- Interpreted project specifications, requirements, and blueprints for 45 single-home construction projects of \$743K each
- Uncovered communication gaps to complete 30 projects 11 days ahead of schedule, maximizing productivity for future projects.
- Improved accuracy of project estimates by 10% using Microsoft Project to streamline 23 processes, including timeline tracking, progress, tasks, and costs.
- Completed 85% of projects ahead of schedule by adequately furnishing 18 teams with pre-requisite tools.

Growthsi, San Francisco, CA

Project Supervisor

06/2010 – 12/2014

- Improved productivity by building positive relationships with co-workers, reducing employee turnover by 70%.
- Streamlined business processes by 45%, surpassing weekly KPI goals in the first month of employment.

VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

Resume Worded's Business Society, New York, NY

Team Coach

06/2009 – 04/2010

- Trained children how to play soccer in 17 community schools across the municipality.
- Motivated 1K students to win 7 inter-state school competitions three times in 2010.

PROJECTS

Investment & Pricing Predictor

05/2009

- Designed an enterprise architecture roadmap that determines future technology investments in business units with a 70% accuracy.
- Discovered new pricing structures and delivery schedules that could lead to \$200K annual savings for companies..

Project Management Tool

04/2009

- Devised strategic planning methodologies to boost productivity and profitability by 83% in three projects' research outcomes.
- Created project scheduling tools that monitor project plans and communicate information to 1.6K project teams in remote geographies.

CONTACT

- Manchester, NH (Open to Remote)
- +1-234-456-789
- email@resumeworded.com
- linkedin.com/in/username
- github.com/resumeworded

SKILLS

Technical Skill:

- Documentation (Advanced)
- Scheduling (Experienced)
- Risk Assessment
- Data Analysis
- Financial Projection

Industry Knowledge:

- Requirements Gathering
- Vendor Management
- Reports Generation

Tools and Software:

- Microsoft Excel
- Smartsheet
- Confluence
- Microsoft Project
- Oracle Primavera

- Don't forget to use [Resume Worded](#) to scan your resume before you send it off (it's free and proven to get you more jobs)

EDUCATION

Resume Worded University

Bachelor of Arts

Psychology

Boston, MA – 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- CompTIA Project+ Certification.
- Project Management Professional (PMP).
- Program Management Professional (PgMP).