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| John Doe |
| SummaryMotivated and detail-oriented recent graduate with a passion for project management. Eager to apply strong organizational skills and collaborative mindset to support project delivery in a dynamic team environment.Work Experience**Project Coordinator Intern Jun 2022 –** ABC Corporation San Francisco, CA* Assisted in the coordination of project schedules, ensuring deadlines were met and resources were allocated effectively.
* Facilitated communication between team members and stakeholders, enhancing collaboration and project transparency.

**Administrative Assistant Jan 2021 – May 2022**XYZ Solutions San Francisco, CA* Supported project management teams by organizing meetings and preparing detailed agendas.
* Maintained project documentation and tracked progress against project timelines.

EducationBachelor of Arts: Business Administration Jan 2022*University of California**San Francisco, CA*certifications* Certified Associate in Project Management (CAPM) – PMI – 2023
 | Contact(123) 456-7890john.doe@example.comSan Francisco, CA 94105SkillsProject CoordinationTime ManagementCommunicationTeam CollaborationProblem SolvingMicrosoft Office SuiteAgile MethodologiesDocumentationRisk ManagementStakeholder Engagement |