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| John Doe | | |
| Summary  Motivated 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.   Education Bachelor of Arts: Business Administration Jan 2022 *University of California**San Francisco, CA*  certifications   * Certified Associate in Project Management (CAPM) – PMI – 2023 | Contact  (123) 456-7890  john.doe@example.com  San Francisco, CA 94105  Skills  Project Coordination  Time Management  Communication  Team Collaboration  Problem Solving  Microsoft Office Suite  Agile Methodologies  Documentation  Risk Management  Stakeholder Engagement |