



JACKSON TURNER

Assistant Program Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Assistant Program Coordinator with 10 years of extensive experience in program development and management. Expert in collaborating with stakeholders to enhance program delivery and participant engagement. Proven ability to streamline operations, ensure compliance, and implement innovative solutions that drive organizational success.

WORK EXPERIENCE

Assistant Program Coordinator

📅 Mar / 2018-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Collaborated with the Fitness Coordinator to effectively manage and schedule 65 instructors across 211 weekly classes.
2. Conducted over 50 interviews to recruit and onboard new employees.
3. Calculated and processed bi-weekly payroll for all staff members.
4. Designed and facilitated four-week employee training sessions to enhance team skills.
5. Organized and executed an instructor reunion event, fostering community among staff.
6. Led weekly employee development sessions to promote continuous learning.
7. Partnered with the Fitness Coordinator to train human resource representatives, enhancing recruitment processes.

Assistant Program Coordinator

📅 Mar / 2015-Mar / 2018

Crescent Moon Design

📍 Portland, OR

1. Provided comprehensive information to students regarding study abroad opportunities.
2. Facilitated conferences with parents and students to discuss benefits of studying abroad.
3. Delivered administrative support to program management and engineering teams.
4. Coordinated logistics for State of Tennessee events, overseeing instructor assignments.
5. Managed food distribution to vulnerable populations in collaboration with state health programs.
6. Assisted in the coordination of the MUSE Program, including curriculum development and participant recruitment.

EDUCATION

Bachelor of Arts in Communication

📅 Mar / 2012-Mar / 2015

University of Texas

📍 Denver, CO

Focused on communication strategies and program management.

SKILLS

Effective Communication



Critical Thinking



Multitasking



Creative Thinking



Database Management



Quality Assurance



INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

STRENGTHS

🔮 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

LANGUAGES



English



Italian



Mandarin

ACHIEVEMENTS

★ Successfully coordinated a community outreach program that increased participation by 30%.

★ Implemented a new tracking system that improved program reporting accuracy by 25%.