

EMMA JOHNSON

Assistant Project Coordinator

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PROFESSIONAL SUMMARY

With over five years of project coordination experience, I excel in managing project timelines, documentation, and stakeholder communications. My expertise in optimizing processes and enhancing team collaboration has led to successful project completions. I am dedicated to ensuring that all project objectives are met efficiently and effectively.

WORK EXPERIENCE

Assistant Project Coordinator

Seaside Innovations

📅 Feb / 2021-Ongoing

📍 Santa Monica, CA

1. Developed detailed project plans, coordinating resources and timelines for AT&T client delivery solutions.
2. Managed customer-facing activities, including technical validation and database updates for service migrations.
3. Led deployment phases of projects, acting as the main point of contact for technical and operational matters.
4. Troubleshoot network issues on behalf of clients, interfacing effectively with project teams to resolve challenges.
5. Oversaw email drop-box management, handling an average of 30 incoming requests daily.
6. Trained team members on best practices for recording allocation requests and expediting processes.
7. Authored and updated operational procedures to reflect best practices and organizational needs.

Assistant Project Coordinator

Silver Lake Enterprises

📅 Feb / 2020-Feb / 2021

📍 Seattle, WA

1. Played a key role in achieving the goals of the City of Atlanta's youth summer work program through effective intake evaluations.
2. Created and updated essential documents for the Youth Summer Work Program using Microsoft Office Suite.
3. Collaborated on strategic concrete pour plans, presenting findings to management for project alignment.
4. Maintained project specifications, schedules, budgets, and processed necessary permits efficiently.
5. Coordinated daily communications to enhance the effectiveness of Follett's textbook buyback program.
6. Managed training and scheduling during peak buyback seasons for educational institutions.

EDUCATION

Bachelor of Science in Project Management

Georgia State University

📅 Feb / 2019-Feb / 2020

📍 Seattle, WA

Focused on project management principles, methodologies, and best practices.

SKILLS

Project Management Software



Financial Analysis And Reporting



Documentation Skills



Client Relations



ACHIEVEMENTS

- ★ Successfully managed over 15 projects, ensuring timely delivery and adherence to budget constraints.
- ★ Streamlined project documentation processes, reducing turnaround time by 30%.
- ★ Facilitated communication between cross-functional teams, improving project alignment and collaboration.