



# ETHAN MARTINEZ

## Assistant Project Coordinator

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### PROFESSIONAL SUMMARY

Detail-oriented Assistant Project Coordinator with over 3 years of experience in supporting project management teams. Proficient in scheduling, resource allocation, and communication with stakeholders. Adept at using project management software to track progress and ensure timely completion of tasks. Strong organizational skills and a commitment to delivering high-quality results in fast-paced environments.

### WORK EXPERIENCE

**Assistant Project Coordinator** 📅 Feb / 2024–Ongoing  
**Quantum Solutions LLC** 📍 Phoenix, AZ

1. Supported budget tracking and resource allocation for project activities.
2. Conducted research and analysis to support project decision-making.
3. Developed periodic management reports and tracked project deliverables throughout various phases.
4. Coordinated project timelines and documentation to ensure smooth transitions between project phases.
5. Monitored and maintained office supplies inventory to support project needs.
6. Collaborated with the building management team to maintain a safe working environment.
7. Participated in client meetings to clarify project requirements and expectations.

**Assistant Project Coordinator** 📅 Feb / 2023–Feb / 2024  
**Lakeside Apparel Co** 📍 Chicago, IL

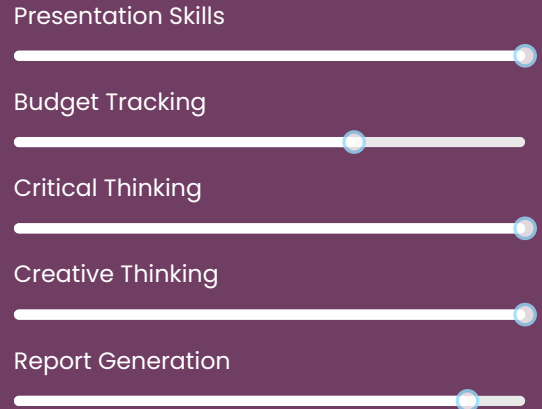
1. Collaborated with management and staff from regional and international offices on project agendas and task organization.
2. Coordinated with subcontractors and supply chain personnel to optimize scheduling and resource allocation.
3. Conducted quality control checks on work performed by crews before final submission to customers.
4. Contacted necessary offices for required documents to ensure timely project initiation.
5. Utilized Microsoft Office Suite (Excel) for data organization and reporting.
6. Assisted in the closure of 21 schools across Queens, NY, ensuring all requirements were met.

### EDUCATION

**Bachelor of Science in Project Management** 📅 Feb / 2022 – Feb / 2023  
**University of New York** 📍 Toronto, ON

Focused on project planning, execution, and management methodologies.

### SKILLS



### INTERESTS

- 🤿 Scuba Diving    🎮 E-sports  
📖 Reading Fiction    🧩 Puzzle Solving

### STRENGTHS

- 💼 Stewardship    👥 Teamwork  
🔗 Tenacity    🧠 Vision

### LANGUAGES



### ACHIEVEMENTS

- ★ Successfully coordinated project timelines, resulting in a 15% reduction in overall project delivery time.
- ★ Developed and implemented a new documentation tracking system that improved efficiency by 20%.
- ★ Facilitated communication between teams, enhancing collaboration and reducing project delays by 25%.