

CHARLOTTE HARRIS

Special Projects Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Proactive Special Projects Coordinator with 2 years of experience in executing cross-functional initiatives that enhance operational effectiveness. Adept at engaging stakeholders, managing budgets, and optimizing workflows to drive project success. Eager to leverage strong organizational and communication skills to contribute to innovative solutions and achieve strategic objectives.

WORK EXPERIENCE

Special Projects Coordinator

📅 Mar / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Manage internal event efforts by collaborating with operations, sales, executive, and marketing teams to ensure seamless execution.
2. Direct event activities to align with company vision and represent multiple brand teams effectively.
3. Oversee budget management, including building and tracking budgets, managing event agendas, and fulfilling attendee travel needs.
4. Coordinate with external vendors for entertainment, services, and logistics to enhance event quality.
5. Identify and pursue new business opportunities for international expansion, driving sales growth.
6. Facilitate administrative tasks, including processing product orders and export documentation for international clients.
7. Distribute promotional materials and develop sales incentives to support marketing efforts.

Special Projects Coordinator

📅 Mar / 2023-Mar / 2024

Summit Peak Industries

📍 Denver, CO

1. Assisted the VP of Finance in drafting global marketing forecasts, enhancing budget presentations.
2. Implemented an internal tracking system that improved office productivity by 30%.
3. Supported HR managers by creating comprehensive onboarding materials for new hires.
4. Led initiatives to streamline employee record-keeping processes, increasing accuracy and accessibility.
5. Analyzed civil suit claims, aiding corporate attorneys in reducing costs related to legal matters.
6. Revamped non-disclosure agreements to strengthen employee confidentiality and compliance.

EDUCATION

Bachelor of Business Administration

📅 Mar / 2022-Mar / 2023

University of Michigan

📍 Toronto, ON

Focused on project management and strategic planning, developing skills in coordination and organizational effectiveness.

SKILLS

Negotiation Skills



Event Planning Tools



Project Management



Change Management



Task Prioritization



Interpersonal Skills



INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

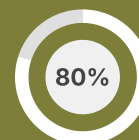
💼 Stewardship

👥 Teamwork

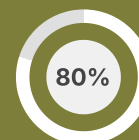
🔗 Tenacity

👁 Vision

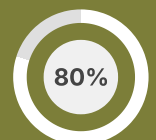
LANGUAGES



English



German



Mandarin

ACHIEVEMENTS

★ Successfully managed a \$100K budget for internal events, ensuring alignment with company objectives and maximizing resource efficiency.

★ Coordinated logistics for over 15 events annually, enhancing brand visibility and stakeholder engagement.