

Alex Morgan

alex.morgan@email.com 555-123-4567 Seattle, WA

Professional Summary

Organized and proactive Project Coordinator with 3+ years of experience supporting project teams, tracking deliverables, and facilitating communication between stakeholders. Adept at multitasking, problem-solving, and maintaining deadlines in fast-paced environments.

Skills

- Project scheduling and tracking
- Team coordination
- Documentation & reporting
- Meeting organization
- Microsoft Office Suite, Asana, Trello
- Excellent written and verbal communication

Professional Experience

Project Coordinator

Acme Solutions, Seattle, WA | Jun 2021 – Present

- Coordinated project schedules, resources, and information for a team of 12+ members.
- Tracked project progress and created status reports, helping ensure timely deliverables.
- Organized meetings, prepared agendas, and documented meeting minutes.
- Facilitated communication between project managers, clients, and team members.

Administrative Assistant

GreenTech Corp, Seattle, WA | Feb 2019 – May 2021

- Supported project staff in daily administrative tasks.
- Maintained digital and physical filing systems for project documentation.
- Assisted in preparing project budgets and tracking expenses.

Education

Bachelor of Arts in Business Administration

University of Washington, Seattle, WA | 2018