

Alex Taylor

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PROFESSIONAL SUMMARY

Results-driven professional with 5+ years of experience in project coordination, data analysis, and team leadership. Proven ability to deliver clear, strategic solutions in fast-paced environments.

EXPERIENCE

Project Coordinator

ABC Corporation | Jan 2021 – Present

Led cross-functional teams to complete 10+ major projects on time. Implemented process improvements, increasing overall team efficiency by 15%.

Data Analyst

XYZ Solutions | Jun 2018 – Dec 2020

Managed data visualization and reporting, providing actionable insights for senior management.

EDUCATION

B.S. in Business Administration

University of State | Graduated 2018

SKILLS

Project Management

Data Analysis

Microsoft Excel

Team Leadership

Process Improvement