

Jane Doe

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PROFESSIONAL SUMMARY

Detail-oriented and results-driven professional with 3+ years of experience in project management and team coordination. Adept at process optimization, effective communication, and proactive problem-solving.

EXPERIENCE

Project Coordinator

Acme Corp | 2021 – Present | New York, NY

Coordinated project activities for a team of 10+, ensuring timely delivery and quality outcomes. Managed cross-functional communication and tracked progress.

Administrative Assistant

Bright Solutions | 2019 – 2021 | New York, NY

Provided administrative support, organized meetings, and implemented new filing systems improving team efficiency by 15%.

EDUCATION

B.A. in Business Administration

City University | Graduated 2019

SKILLS

Project Management

Process Improvement

Team Leadership

Microsoft Office Suite