




Riley Adams


Project Management Intern

Motivated entry-level project manager with a strong academic foundation in business management and internship experience. Skilled in coordination, problem-solving, and meeting project deadlines.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 City, ST, ZIP

KEY SKILLS

- Communication
- Scheduling and planning
- Stakeholder management
- Workflow optimization

EDUCATION

Bachelor of Business Administration
Rutgers University | Newark, NJ 2023

PROFESSIONAL EXPERIENCE

Project Management Intern | FutureWorks Corp | New York, NY | January 2023 to December 2023

- Assisted project managers with scheduling and resource allocation, ensuring adherence to timelines
- Developed project plans for 3 client initiatives, improving clarity and team alignment
- Updated stakeholders weekly, enhancing transparency and client satisfaction

Administrative Assistant | Bright Futures Org | Newark, NJ | June 2021 to December 2022

- Managed schedules and communications for 5 team leaders, enabling smoother project execution
- Organized and maintained documentation for multiple projects, improving accessibility by 20%
- Provided logistical support for 10+ training sessions, attended by 200 participants

CERTIFICATIONS

- Certified Associate in Project Management (CAPM) | PMI | 2024