



Casey Parker

Assistant Project Manager

Detail-oriented junior project manager with 3 years of experience assisting in the planning and executing IT and marketing projects. Skilled in task coordination and team communication.

CONTACT INFORMATION



(123) 456-7890



email@example.com



City, ST, ZIP

KEY SKILLS

- Resource allocation
- Task scheduling
- Stakeholder reporting
- Workflow optimization

Professional Experience

ASSISTANT PROJECT MANAGER | SWIFT DIGITAL | SAN FRANCISCO, CA | MAY 2020 TO PRESENT

- Supported project managers in delivering 10+ digital campaigns, maintaining a 95% on-time rate
- Created detailed Gantt charts to track progress, improving team visibility by 30%
- Coordinated with vendors to ensure timely delivery of materials and resources

PROJECT COORDINATOR | BRIGHTPATH SOLUTIONS | OAKLAND, CA | JANUARY 2018 TO APRIL 2020

- Maintained documentation for multiple client projects, improving record-keeping efficiency by 15%
- Scheduled and facilitated weekly team meetings, enhancing communication across departments
- Helped onboard 5 new clients, boosting annual revenue by 20%

Education

- Bachelor of Business Administration
California State University | Sacramento, CA 2020

Certifications

- Certified Associate in Project Management (CAPM) | PMI | 2021