



BRIAN ALLEN

ABOUT ME

An assistant project coordinator with 2+ years of experience in supporting project managers in executing large-scale projects. Proven ability to coordinate schedules, communicate with stakeholders, and ensure smooth project execution.

CONTACT

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KEY SKILLS

- Scheduling and logistics
- Vendor management
- Risk assessment and mitigation

PROFESSIONAL EXPERIENCE

Assistant Project Coordinator

GreenTech Innovations, New York, NY | June 2019 - Present

- Assisted with project scheduling, documentation, and resource allocation to ensure smooth project delivery
- Coordinated with vendors and third-party contractors, ensuring adherence to project timelines and budgets
- Monitored project risks and communicated concerns to the project manager, improving project outcomes by 10%

Project Coordinator Intern

Bright Future Solutions, New York, NY | January 2019 - May 2019

- Supported project managers in preparing status reports and presentations
- Helped develop and maintain project timelines and schedules, ensuring projects stayed on track
- Communicated with clients and stakeholders to track project progress and collect feedback

EDUCATION

BA in Project Management

New York University, NY | May 2019