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Chloe Roberts

CONTACT



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LinkedIn | Portfolio



Los Angeles, CA 90001

EDUCATION

- **Bachelor of Arts in Business Administration**
University of Southern California, Los Angeles, CA | May 2016

KEY SKILLS

- Office project management
- Cross-functional communication
- Resource allocation
- Event planning

ABOUT ME

Experienced administrative project coordinator with over 5 years in managing office-based projects. Proven ability to maintain timelines, streamline communication between departments, and ensure smooth execution of office-related projects. Strong organizational and multitasking skills, capable of handling multiple project requirements simultaneously.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE PROJECT COORDINATOR | VISIONARY SOLUTIONS, LOS ANGELES, CA

APRIL 2018 - PRESENT

- Managed the scheduling and logistics for over 20 office events and internal projects, ensuring efficient coordination
- Liaised between departments to ensure that all project requirements were met and resources were effectively allocated
- Prepared project documentation, including timelines, budgets, and resource lists

ADMINISTRATIVE ASSISTANT | PREMIER TECHNOLOGIES, LOS ANGELES, CA

JUNE 2016 - MARCH 2018

- Supported senior project managers in coordinating various office projects, including document management and resource scheduling
- Ensured smooth communication between project teams and external clients
- Handled logistics and organization for meetings, training sessions, and office events