



Emily Grant

An entry-level project coordinator with a strong foundation in project management, communication, and organizational skills. Eager to contribute to the success of a dynamic team by assisting in the management and execution of projects. Holds a bachelor's degree in business administration with internship experience in project coordination.

CONTACT

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- LinkedIn | Portfolio
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KEY SKILLS

- Task management
- Scheduling and time management
- Communication and team collaboration
- Risk identification

PROFESSIONAL EXPERIENCE

Project Coordinator Intern | Apex Consulting, Chicago, IL
June 2019 - August 2020

- Assisted senior project coordinators in the planning and execution of client projects, ensuring tasks were completed on time
- Managed project schedules and tracked milestones to ensure that deadlines were met
- Coordinated communications between stakeholders, providing updates and managing expectations

Project Assistant | First Enterprise, Chicago, IL
September 2018 - May 2019

- Provided administrative support, such as preparing project documentation, scheduling meetings, and maintaining timelines
- Assisted in resource allocation and budgeting, contributing to the efficient delivery of projects
- Maintained project documentation, ensuring it was well-organized and easily accessible

EDUCATION

Bachelor of Science in Business Administration
University of Chicago, Chicago, IL | May 2020