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Daniel White

Motivated assistant project coordinator with a strong background in project management and team support. Skilled in scheduling, reporting, and collaborating across departments to ensure project timelines and objectives are met. Seeking to leverage experience in supporting senior project coordinators to contribute to project success.

CONTACT



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LinkedIn | Portfolio



San Diego, CA 92101

EDUCATION

- Bachelor of Science in Business Administration

University of California, San Diego, CA | June 2019

KEY SKILLS

- Scheduling and time management
- Cross-department collaboration
- Reporting and data analysis
- Stakeholder communication

PROFESSIONAL EXPERIENCE

Assistant Project Coordinator | BrightPath Solutions, San Diego, CA
August 2019 - Present

- Assisted senior project coordinators in managing and tracking 12+ ongoing projects, ensuring on-time completion
- Scheduled meetings and tracked milestones to keep all project teams aligned and aware of deadlines
- Managed the creation of project status reports, providing stakeholders with timely updates on progress

Project Assistant | GreenTech Construction, San Diego, CA
June 2017 - July 2019

- Supported the project team in planning, scheduling, and coordinating construction activities for residential projects
- Assisted with project documentation and ensured all regulatory compliance was met throughout the project's life cycle
- Communicated with contractors, vendors, and clients to ensure smooth operations and on-time project delivery