

SC

Sophia Carter

CONTACT



(123) 456-7890



sophiacarter@example.com



LinkedIn | Portfolio



Miami, FL 33101

EDUCATION

Bachelor of Science in Business Management | University of Miami, Miami, FL | May 2021

KEY SKILLS

- Time management
- Cross-functional team coordination
- Scheduling and task management
- Communication

ABOUT ME

A dedicated and results-driven entry-level project coordinator, eager to apply knowledge gained through academic projects and internship experience in a professional setting. Equipped with strong communication, organizational, and time management skills, looking for opportunities to grow in a project management career.

PROFESSIONAL EXPERIENCE

PROJECT COORDINATOR INTERN | GLOBAL PROJECTS INC., MIAMI, FL
JUNE 2020 - AUGUST 2021

- Assisted with scheduling, documentation, and coordination for various client projects
- Managed timelines and tracked milestones for project teams, ensuring that tasks were completed on schedule
- Communicated with clients and stakeholders to provide regular project updates and resolve issues

PROJECT ASSISTANT | FUTURETECH SOLUTIONS, MIAMI, FL
JANUARY 2019 - MAY 2020

- Helped manage project timelines, resources, and project-specific logistics
- Assisted with preparation of project status reports and documentation for meetings
- Supported team members with administrative tasks, improving project efficiency