



# Melissa Anderson

Administrative project coordinator with a strong education, including a master of business administration (MBA) degree from Harvard Business School. Skilled at overseeing and coordinating administrative projects, liaising between departments, and preparing comprehensive project documentation. Recognized for improving project efficiency and cross-team communication.

## CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Miami, FL 12345

## KEY SKILLS

- Process streamlining
- Project management
- Task prioritization

## PROFESSIONAL EXPERIENCE

June 2018 - Present

**Senior Administrative Project Coordinator** | Robert Half International | San Francisco, CA

- Managed over 50 administrative projects, ensuring they were completed on time and within budget
- Acted as a key liaison between different departments, improving cross-team collaboration by 30%
- Developed and maintained comprehensive documentation for all projects, leading to a 20% increase in project efficiency

June 2015 - May 2018

**Administrative Project Coordinator** | Kelly Services | Los Angeles, CA

- Oversaw execution of over 30 administrative projects, ensuring they met all goals
- Facilitated effective communication between various departments, resolving issues promptly and efficiently
- Prepared and maintained detailed project documentation, helping improve project performance by 15%

## EDUCATION

**MBA**

Harvard Business School, Massachusetts |

**BBA**

University of California, Berkeley, California |

**BS in Project Management**

Pennsylvania State University, Pennsylvania |

## PROFESSIONAL DEVELOPMENT

Certified Administrative Professional (CAP), International Association of Administrative Professionals (IAAP)

CAPM, Project Management Institute (PMI)

Microsoft Office Specialist (MOS), Microsoft