

Sara Stewart

Project Coordinator

(123) 456-7890 • City, ST 12345 • email@example.com • LinkedIn | Portfolio

Organized mom with a track record of coordinating complex family schedules and children's projects. Experienced in Gantt-chart planning, vendor liaison, and deadline management.

Professional Experience

Stay-at-Home Project Lead | Self-Employed | July 2018 – Present

- Planned and executed home renovation timelines, coordinating five contractors
- Managed a \$25K budget, delivering the project on time and 10% under budget

Project Assistant | Innovate Corp, City, ST | May 2015 – June 2018

- Assisted PMO with tracking milestones for software-development sprints
- Prepared status reports and maintained project dashboards for leadership

Education

B.S. in Management, May 2015 | Regional University, City, ST