



Ronald Hill

Project Coordinator

Recent business graduate with internship and campus-project experience coordinating schedules, vendors, and status updates. Comfortable with Asana, Excel, and the basics of agile ceremonies, looking to step into a full-time Project Coordinator role on a marketing or IT team.

CONTACT INFORMATION

-  (480) 555-0173
-  m.whitfield@example.com
-  Tempe, AZ 12345

KEY SKILLS

- Asana
- Trello
- Notion
- Microsoft Excel
- Meeting notes and action tracking
- Calendar coordination
- Basic agile vocabulary
- Vendor communication

PROFESSIONAL EXPERIENCE

Project Management Intern | Cordell Pickett Marketing, Tempe, AZ
Summer 2024

- Shadowed two senior PMs across 6 client campaigns spanning paid social, email, and webinar production.
- Took and circulated meeting notes for 30+ internal and client meetings using a shared Notion template.
- Built a simple risk tracker in Excel that the team adopted for 4 ongoing campaigns.
- Helped close out one campaign deliverable two days ahead of the agreed deadline.

Operations Assistant (Part-Time) | Sun Devil Student Union, Tempe, AZ
2022 - 2024

- Coordinated room bookings, AV setup, and volunteer staffing for around 40 student-led events per semester.
- Maintained the events calendar and sent reminder emails to organizers 7 and 2 days before each event.
- Resolved schedule conflicts between student groups and admin meetings without escalating to my supervisor.

EDUCATION

B.S. in Business Management, Arizona State University, 2024

Google Project Management Certificate, Coursera, 2024