

Emma Perez

Project Coordinator

Project Coordinator with 5 years supporting cross-functional teams across software rollouts, office moves, and client onboarding programs. Known for cleaning up messy trackers, running tight status meetings, and keeping budgets and timelines visible without nagging the team.

CONTACT INFORMATION

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EDUCATION

- B.A. in Business Administration, North Carolina State University, 2020
- CAPM (Certified Associate in Project Management), PMI, 2023

KEY SKILLS

- Smartsheet
- Asana
- Jira
- Procore
- MS Project
- RAID log management
- Status reporting
- Stakeholder communication
- Budget tracking
- Meeting facilitation

PROFESSIONAL EXPERIENCE

Project Coordinator | Halverson Northshore Group, Raleigh, NC 2022 – Present

- Coordinate 12 to 15 concurrent client implementation projects across legal, healthcare, and SaaS accounts, owning schedule, scope log, and weekly status reports.
- Rebuilt the intake-to-kickoff workflow in Smartsheet, cutting average kickoff lag from 19 days to 6.
- Triage RAID log entries with PMs and engineering leads; escalate blockers before they hit the critical path.
- Run the weekly portfolio standup for 22 contributors, including notes, action items, and a follow-up tracker.
- Trained two incoming coordinators on the status report template and stakeholder cadence.

Project Assistant | Beckwith & Lane Architects, Durham, NC 2020 – 2022

- Supported three senior PMs on commercial buildouts ranging from \$400K to \$2.1M in construction value.
- Reconciled subcontractor invoices against budget lines weekly; flagged variances over 4 percent for PM review.
- Maintained meeting minutes, RFIs, and submittal logs in Procore for an average of 9 active jobs.
- Coordinated client walkthroughs and punch list closeout for 14 completed projects.