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| John Doe | | |
| Summary  Motivated and detail-oriented recent graduate with a passion for project management. Proven ability to manage multiple tasks and collaborate effectively with diverse teams to achieve project goals.  Work Experience  **Project Coordinator Intern Jun 2022 – Aug 2022**  ABC Corporation Atlanta, GA   * Assisted in the planning and execution of 5+ project timelines, ensuring on-time completion. * Coordinated communication between project teams, improving response time by 20%.   **Event Planning Assistant Jan 2021 – May 2022**  XYZ Events Atlanta, GA   * Supported the planning of over 10 corporate events, managing logistics and vendor relations. * Conducted post-event analysis to measure success and gather feedback for improvement.   Education Bachelor of Arts: Business Administration Jan 2022 *Georgia State University**Atlanta, GA*  certifications   * Certified Associate in Project Management (CAPM) – PMI – 2022 | Contact  (123) 456-7890  john.doe@example.com  Atlanta, GA 30301  Skills  Project Scheduling  Team Collaboration  Risk Assessment  Budget Management  Agile Methodologies  Communication  Time Management  Problem Solving |