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| John Doe |
| SummaryMotivated 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.

EducationBachelor of Arts: Business Administration Jan 2022*Georgia State University**Atlanta, GA*certifications* Certified Associate in Project Management (CAPM) – PMI – 2022
 | Contact(123) 456-7890john.doe@example.comAtlanta, GA 30301SkillsProject SchedulingTeam CollaborationRisk AssessmentBudget ManagementAgile MethodologiesCommunicationTime ManagementProblem Solving |