

[FULL NAME]

[City, State/Country] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

PROFESSIONAL SUMMARY

Detail-oriented and proactive Project Administrator with [Number] years of experience supporting complex projects within the [Industry] sector. Expert at streamlining workflows, managing project documentation, and ensuring seamless communication between stakeholders and technical teams.

CORE COMPETENCIES

Project Lifecycle: Planning, execution, monitoring, and closing.

Tools: Microsoft Project, Jira, Trello, SharePoint, Advanced Excel.

Financial Admin: Budget tracking, invoicing, and expense reporting.

Communication: Stakeholder management and minute-taking.

PROFESSIONAL EXPERIENCE

[Current/Most Recent Job Title] | [Company Name]

[Month, Year] – Present

Coordinate daily administrative operations for projects valued at \${Amount}.

Maintain project schedules and Gantt charts to identify potential bottlenecks.

Facilitate stakeholder meetings, documenting minutes and tracking action items.

Streamlined digital filing systems, reducing retrieval time by [Percentage]%.

[Previous Job Title] | [Company Name]

[Month, Year] – [Month, Year]

Processed purchase orders and subcontractor invoices with 100% accuracy.

Served as the primary point of contact for vendors and external partners.

Generated weekly status reports for senior leadership, highlighting KPIs.

EDUCATION

[Degree Name] | [University Name]

[Year of Graduation]

TECHNICAL SKILLS

Project Management: MS Project, Monday.com, Jira

Data/Finance: QuickBooks, SAP, Excel Pivot Tables

Collaboration: Slack, Microsoft Teams, Zoom