Create a Resume in minutes with this template!

Build My Resume

Isabelle Harmon

1 Main Street, New Cityland, CA 91010
Home: (555) 322-7337 | Cell: (555) 322-7337
example-email@example.com

Executive Summary

Focused Project Administrator successful in project management and process improvement. Remains calm and poised even in high-pressure situations. Leverages in-depth knowledge of industry trends and shifts to offer valuable insights on opportunities for new growth and expansion.

Core Qualifications

- Agile development
- LEAN project management
- Cross-functional team management
- Staff training
- Proficient in all PM software
- Excellent writing interpersonal and analytical skills
- Calm under pressure
- Complex problem solving

Professional Experience

Project Administrator — **2/1/2011 - Current**
Tristan Web Communications — **Tudor, CA**

- Provide Project Managers with technical and project support.
- Co-manage day to day aspects of projects including schedule budget contract client needs.
- Ensure quality of all deliverables through QA and user testing.
- Manage project budgets in excess of $50000.

Project Administrator — **4/1/2008 - 1/1/2011**
Wellhouse Publishing — **Rathburn, CA**

- Created meeting agendas and recorded meeting minutes.
- Responded to client inquiries.
- Reviewed client invoices.
- Creates PowerPoint presentations and other materials for internal review.

Project Administrator — **10/1/2004 - 3/1/2008**
RPL Incorporated — **Howard City, CA**

- Traveled as needed for project.
- Defined project deliverables and monitored status of tasks.
- Drafted action plans and led meetings with department executives to review project status and proposed changes.
- Collaborated with cross-functional teams to draft project schedules and plans.

Education

Bachelor of Arts - Media — **2004**
Whitman College — Old Mill Creek, CA

Coursework in Business Management and Communications

Want more? Check out our other examples.

See More Examples