



Emma Brooks

Assistant Project Manager

CONTACT

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Brooklyn, NY

PROFESSIONAL SUMMARY

Dedicated and detail-oriented recent graduate with a background in business administration and experience as a project management intern. Skilled in task organization, team coordination, and managing project schedules. Enthusiastic about supporting project teams to achieve high-quality outcomes.

EXPERIENCE

Project Management Intern

Brooklyn Build Corp / Brooklyn, NY

2023 - 2024

- Assisted in drafting and maintaining project schedules, contributing to streamlined workflow and timely completion of project milestones.
- Organized weekly team meetings, tracked action items, and recorded notes, improving communication and task completion.
- Prepared budget and progress reports, supporting project managers in maintaining financial transparency with stakeholders.

Office Assistant

Sterling Construction Group / New York, NY

2021 - 2022

- Coordinated office scheduling and document organization, ensuring a 100% compliance rate with company standards.
- Communicated project updates to clients and vendors, improving overall response time by 20%.

EDUCATION

Bachelor of Business Administration

New York University, NY

Graduated: May 2024

Certifications

- Certified Associate in Project Management (CAPM), 2024

SKILLS

Project Scheduling



Budget Tracking



Microsoft Office Suite



Time Management



Team Coordination



Client Communication

