




Sarah Thompson

Project Coordinator

CONTACT

 (555) 123-4567

 sarah.thompson@email.com

 Remote

PROFESSIONAL SUMMARY

Results-driven project management professional with over 9 years of experience in leading high-level projects and managing teams across various industries. Proven ability to deliver multimillion-dollar projects on time and within budget. Seeking to leverage my extensive experience in a project coordinator role to contribute to a dynamic team.

EXPERIENCE

Senior Project Manager

Tech Innovations / Remote

2018 - Now

- Led a team of 20+ in managing multiple high-stakes projects with budgets exceeding \$5 million.
- Developed and implemented strategic project management processes, increasing efficiency by 30%.
- Oversaw stakeholder communication and managed relationships with clients to ensure project alignment with business goals.

Project Manager

Tech Pioneers, Inc. / New York, NY

2015 - 2017

- Managed a portfolio of projects from initiation to completion, consistently meeting or exceeding project deadlines.
- Conducted project risk assessments and implemented mitigation strategies to ensure project success.
- Prepared and presented project documentation, including proposals, status reports, and post-project evaluations.

EDUCATION

Bachelor of Business Administration

University of New York – New York, NY

Graduated: May 2011

SKILLS

Project Management



Team Leadership



Strategic Planning



Stakeholder Engagement



Budget Management



Microsoft Office Suite (Excel, Word, PowerPoint)



Project Management Software
(Asana, Trello)

