

Curriculum Vitae

Personal

Name **Edward Lillison**
Address **123 Anywhere Avenue, San Diego, CA 54321**
Phone number **123-456-7890**
Email **exampleresume@cvmaker.com**

Resume objective

Efficient and passionate project coordinator with 3+ years of experience. Highly organized and skilled in interpersonal communication. Dropped construction costs at ABC Inc. by 22% by researching vendor pricing and suggesting quality alternatives. Commended 11 times for providing accurate and timely progress reports.

Work experience

Apr 2021 - Present

Project Coordinator

ABC Inc., San Diego, CA

- Worked on a team of two project coordinators in a busy firm handling all project facilitation for \$3.5 million in development each year.
- Used conflict resolution skills to resolve disputes between vendors, clients, and employees, often within minutes of being made aware of the problem.
- Prepared Excel spreadsheets, PowerPoint decks, and reports for 120+ meetings between cross-functional team members.

Jan 2020 - Apr 2021

Project Coordinator

XYZ Firm, San Diego, CA

- Decreased failure and rework backlog by 50% through diligent inspection and retraining.
- Handled all project coordinator duties for 15 water-line and excavation projects each year with an average value of \$75,000 per job.

Education and Qualifications

Aug 2020 - Sep 2023

Associate's Degree in Business Management

San Diego Community College, San Diego, CA

Skills

Interpersonal skills ● ● ● ● ●

Organization ● ● ● ● ●

Requirements gathering ● ● ● ● ●

Communication ● ● ● ● ●

Time management ● ● ● ● ●

Microsoft Excel ● ● ● ● ●

Reports generation ● ● ● ● ●