





Wanda COLLINS

Project Coordinator

CONTACT

 (555) 123-4567

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 United States, San Francisco, CA

EDUCATION

2009 - 2013

Bachelor of Business Administration

University of California, United States,
Los Angeles, CA

Certifications:

- Project Management Professional (PMP)
- Microsoft Office Specialist (MOS)

LANGUAGES

- French (Fluent)

HOBBIES

- Bonsai

PROFESSIONAL SUMMARY

Resourceful and dedicated professional with a diverse background in project management, administration, and customer service. Leveraging expertise in communication, organization, and problem-solving, seeking to re-enter the workforce after a career gap.

SKILLS

- **Project Management:** Demonstrated ability to plan, execute, and oversee projects from initiation to completion, ensuring timely delivery within budget constraints.
- **Administrative Proficiency:** Skilled in handling administrative tasks such as scheduling, data management, and correspondence, optimizing operational efficiency.
- **Communication:** Strong interpersonal and communication skills, adept at building rapport with diverse stakeholders including clients, team members, and management.
- **Problem-solving:** Analytical thinker with a proven track record of identifying issues, developing solutions, and implementing strategies to enhance organizational processes.
- **Adaptability:** Flexible and adaptable team player with the capacity to thrive in fast-paced environments while maintaining a high level of performance under pressure.

CAREER GAP EXPLANATION

Following the conclusion of my tenure at Tech Solutions Inc. in December 2022, I took a voluntary career break to focus on personal commitments, including family responsibilities.

EXPERIENCE

Project Coordinator 2016 - 2022
Tech Solutions Inc., United States, San Francisco, CA

Administrative Assistant 2013 - 2015
Global Industries LLC, United States, Los Angeles, CA