





Michael McCoy

Junior Project Manager

CONTACT

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 Chicago, IL

EDUCATION

Bachelor of Business Administration in Project Management

University of Illinois at Chicago, IL

Graduated: May 2024

LINKS

LinkedIn: /in/michaelmccoy

PROFESSIONAL SUMMARY

Motivated recent graduate with a strong interest in project management and experience in coordinating small projects as an intern. Skilled in task prioritization, documentation, and communication with cross-functional teams. Looking to leverage skills in a Junior Project Manager role to support successful outcomes.

EXPERIENCE

Project Coordinator Intern 2024 - 2024

Midwest Business Services, Chicago, IL

- Assisted in coordinating a software implementation project by managing schedules and updating documentation.
- Communicated with departments to ensure alignment on project goals and timely completion of tasks.
- Tracked project expenses, prepared budget reports, and provided financial updates to senior managers.

Customer Service Representative 2021 - 2023

TechHelp Center, Chicago, IL

- Provided support to over 150 clients on service-related inquiries, developing strong communication skills.
- Documented client feedback and escalated issues, contributing to an improvement in customer satisfaction scores by 18%.

SKILLS

Task Prioritization	★★★★★
Team Coordination	★★★★★
Asana	★★★★★
Trello	★★★★★
Time Management	★★★★★
Client Communication	★★★★★

PROJECTS

- Budgeting App Development. Supported a small team in developing a budgeting app prototype, ensuring completion on time.
- Onboarding Workflow Update. Assisted in updating the company's onboarding process, reducing onboarding time by 15%.