

Navin Patel

Project Coordinator

Recent Business Administration graduate with experience in project coordination and process optimization, skilled in budget tracking, stakeholder communication, and MS Project to deliver projects on time and under budget.

Professional Experience

Project Coordinator

FinServe Group, New York, NY

June 2023 - April 2024

- Tracked budgets for five product launches, maintaining spend variances under 3%.
- Drafted status reports that improved stakeholder visibility and decision-making.

Administrative Assistant

Midtown Nonprofit, New York, NY

September 2021 - May 2023

- Managed calendar and logistics for group initiatives, boosting office efficiency by 15%.
- Organized donor events that raised \$50K in contributions.

Education

B.B.A.

New York University | May 2024



New York, NY

(212) 555-0123

navinpatel@example.com

LinkedIn | Portfolio

Key Skills

Budget Tracking



MS Project



Stakeholder
Communication



Event Coordination

