

EMILY CHEN

Entry-Level Project Manager

City, ST
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LinkedIn | Portfolio

Entry-level Project Manager with internship experience coordinating software and marketing projects. Skilled in schedule tracking, stakeholder communication, and Agile ceremonies, having supported milestone delivery for cross-functional teams. Strong analytical background with the ability to identify process improvements and ensure on-time, on-budget outcomes.

Professional Experience

Project Coordinator Intern *BrightTech Solutions, Seattle, WA | June 2022 - August 2022*

- Assisted in tracking schedules and deliverables for three web development projects, improving milestone on-time completion by 10%.
- Facilitated daily stand-ups and maintained JIRA boards for a team of eight developers and QA testers.

Research Assistant *University of Washington, Seattle, WA | September 2021 - May 2022*

- Coordinated data collection and analysis for a \$50K UX study, presenting findings at two campus events.
- Automated reporting templates, reducing weekly status update prep time by 30%.

Education

B.A. in Business Administration *University of Washington | 2023*

Key Skills

- JIRA
- MS Project
- Stakeholder Communication
- Data Analysis

Certifications

CAPM | 2023