

Elena Reyes

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LinkedIn

Organized and analytical aspiring project coordinator with real-world multitasking experience

Stay-at-home mom with experience managing complex schedules and logistics. Recently completed project coordination coursework and eager to apply those skills in a team-oriented setting.

PROFESSIONAL EXPERIENCE

- August 2021 - Present

Volunteer Event Project Lead

Salt Lake City PTA

 - Led planning for three school events including fundraisers and field trips with budgets up to \$5,000
 - Used Asana to manage task assignments and monitor progress among volunteers
- March 2013 - May 2017

Customer Service Lead

Mountain Electronics, Salt Lake City, UT

 - Managed service tickets and coordinated schedules for field techs
 - Tracked orders and updated clients on ETAs

KEY SKILLS

- Budget tracking
- Google Workspace
- Project timelines
- Scheduling
- Task management software (Asana, Trello)

EDUCATION

- Certificate in Project Coordination**

University of Utah Continuing Education | 2023
- Bachelor of Arts in Sociology**

University of Utah | 2012