



Emily Chen

Entry-Level Project Manager

PERSONAL INFORMATION



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

EDUCATION

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

KEY SKILLS

- JIRA
- MS Project
- Stakeholder Communication
- Data Analysis

ABOUT ME

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%.

CERTIFICATIONS

- CAPM | 2023**