

Fictional example - replace all details before applying

Alex Example

Project Coordinator

Berlin, Germany | alex.example@example.com | +49 [your phone number]

Profile

Project coordinator with four years of experience supporting digital delivery teams. Organises schedules, maintains clear project records and turns weekly updates into practical actions. Seeking a project coordination role in an international team.

Work Experience

Project Coordinator

Example Digital GmbH, Berlin | March 2024 - Present

- Coordinate schedules and action logs for six client projects, working with design, development and account teams.
- Introduced a shared handover checklist that reduced missed handover tasks from 12 to 4 per quarter.
- Prepare weekly progress reports and flag dependencies before delivery meetings.

Project Assistant

Sample Services GmbH, Berlin | September 2022 - February 2024

- Maintained project records and meeting notes for a team of eight colleagues.
- Tracked supplier invoices and followed up on missing purchase order details.

Education

Bachelor of Arts in Business Administration

Example University, Germany | October 2019 - July 2022

Skills

Project scheduling, action tracking, stakeholder communication, Microsoft Excel, Jira and Confluence

Languages

German: native | English: C1, self-assessed