

YOUR NAME

Project Coordinator | CAPM® | Bilingual (English / French)

Toronto, ON • (416) 555-0123 • your.name@email.com • linkedin.com/in/yourname

PROFESSIONAL SUMMARY

Project coordinator with 6 years of experience in IT and operations projects, including 3 years in Canada. Keeps schedules, budgets and stakeholders aligned on projects worth up to \$2.4M. Permanent resident, eligible to work in Canada.

CORE COMPETENCIES

- Project scheduling (MS Project)
- Stakeholder communication
- Jira and Confluence
- Budget tracking
- Vendor coordination
- Reporting (Excel, Power BI)
- Risk and issue logs
- Agile / Scrum ceremonies
- Change management

PROFESSIONAL EXPERIENCE

- Project Coordinator** | Company Name, Toronto, ON Jan 2024 – Present
- Coordinate 6 concurrent IT projects with combined budgets of \$2.4M.
 - Introduced a weekly status dashboard that cut status meetings by 30%.
 - Manage vendor contracts and invoices; kept all projects within 5% of budget.
- Project Assistant** | Company Name, Mississauga, ON May 2022 – Dec 2023
- Maintained schedules and RAID logs for a 14-month ERP rollout across 3 sites.
 - Organized training for 250 staff in English and French.
- Operations Executive** | Company Name, [City, Country] Jul 2018 – Apr 2022
- Coordinated logistics for 40+ client projects a year for an international distributor.

VOLUNTEER EXPERIENCE

- Volunteer Coordinator** | [Community Organization], Toronto, ON 2023 – Present
- Organize monthly food drives for 150+ families; recruit and schedule 20 volunteers.

EDUCATION

- Bachelor of Business Administration** | University Name, [Country] 2018
- WES-assessed as equivalent to a Canadian four-year bachelor's degree*

CERTIFICATIONS & LANGUAGES

- Certified Associate in Project Management (CAPM)®, Project Management Institute, 2023
- Languages: English (fluent), French (intermediate, CLB 6), [Other language] (native)

References available upon request.