

Maya Bennett

PROJECT COORDINATOR

Portland, Oregon | (503) 555-0147 | maya.bennett@example.com

PROFESSIONAL SUMMARY

Detail-oriented project coordinator with hands-on experience organizing timelines, tracking deliverables, preparing status updates, and supporting cross-functional teams. Known for clear communication, dependable follow-through, and building practical systems that keep work visible and moving.

CORE STRENGTHS

Project Scheduling | Task & Risk Tracking | Meeting Coordination | Status Reporting | Stakeholder Communication | Document Control | Process Improvement | Event Logistics

PROFESSIONAL EXPERIENCE

Project Operations Intern | Harborstone Creative Studio

Portland, Oregon

Jun 2025 - May 2026

- Coordinated schedules, owners, dependencies, and client approvals across 11 concurrent creative projects; 94% of milestones were completed on or before the planned date.
- Prepared weekly status briefs and maintained more than 60 active action items in Asana, helping reduce overdue tasks by 28% over two project cycles.
- Organized meeting agendas, notes, decisions, and follow-ups for a five-person delivery team, giving project leads a consistent record of next steps and risks.
- Built a standardized intake checklist and shared-folder structure that reduced missing project information and saved the team an estimated three hours per week.

Student Program Assistant | Westbridge University Student Success Office

Portland, Oregon

Sep 2023 - May 2025

- Supported planning and delivery for 18 academic and career workshops serving more than 700 students across two school years.
- Coordinated room bookings, speaker confirmations, registration lists, materials, and day-of logistics while communicating updates to staff and student volunteers.
- Created an attendance and feedback tracker in Excel that shortened monthly reporting preparation by approximately 40%.
- Responded to student and faculty questions, routed issues to the correct owner, and maintained accurate program records in a fast-moving office environment.

PROFESSIONAL EXPERIENCE - CONTINUED

Customer Service Shift Lead | Alder & Ash Market

Portland, Oregon

Jun 2022 - Aug 2023

- Led opening and closing shifts for teams of up to six employees, assigned daily priorities, and kept service and operational tasks on schedule.
- Trained nine new team members using a step-by-step onboarding checklist and concise role guides, improving consistency during busy periods.
- Documented inventory and customer-service issues at shift handoff, helping managers resolve recurring problems earlier.

SELECTED PROJECT EXPERIENCE

Project Lead - Campus Career Summit | Westbridge Student Leadership Council

Portland, Oregon

Jan 2025 - Apr 2025

- Led an eight-person student team through a 14-week plan covering speaker outreach, promotion, registration, volunteers, venue needs, and event-day operations.
- Delivered the summit for 240 attendees, coordinated 14 guest speakers, and closed the event 4% under its \$6,500 budget.
- Maintained a shared task board, weekly progress check-ins, and a risk log that helped the team solve vendor and scheduling conflicts before event day.

Team Analyst - Orientation Process Improvement | Westbridge University Capstone Project

Portland, Oregon

Sep 2025 - Dec 2025

- Mapped the student orientation workflow, reviewed feedback from 126 participants, and identified delays caused by duplicate forms and unclear ownership.
- Presented a simplified intake process and implementation plan projected to reduce administrative follow-up by 20%.

EDUCATION

Bachelor of Science in Business Administration | Operations & Project Management

Westbridge University, Portland, Oregon | May 2026 | GPA: 3.7/4.0

TOOLS & TRAINING

Tools: Asana, Trello, Notion, Slack, Microsoft 365, Google Workspace, Excel, Canva, Zoom

Excel: Pivot tables, XLOOKUP, conditional formatting, charts, and tracker design

Training: Foundations of Project Coordination, Westbridge Career Institute, 2025

CAREER PACKAGE | COVER LETTER

Maya Bennett

PROJECT COORDINATOR CANDIDATE

Portland, Oregon | (503) 555-0147 | maya.bennett@example.com

August 5, 2026

Dana Holt
Director of Operations
Brightfield Program Partners
Portland, Oregon

Dear Ms. Holt,

I am excited to apply for the Project Coordinator position with Brightfield Program Partners. As a recent business administration graduate with practical experience coordinating client work, university programs, and a 240-person career summit, I would bring organized execution, clear communication, and a strong sense of ownership to your team.

During my internship with Harborstone Creative Studio, I supported 11 concurrent projects by maintaining schedules, tracking dependencies, documenting decisions, and following up on more than 60 active action items. I also created a standardized intake checklist and shared-folder structure that saved the team an estimated three hours each week. That experience taught me how much a project benefits when expectations, deadlines, and responsibilities are easy for everyone to see.

I strengthened those skills as project lead for Westbridge University's Campus Career Summit. Over 14 weeks, I coordinated an eight-person team, 14 guest speakers, vendors, promotion, registration, volunteers, and event-day logistics. We welcomed 240 attendees and finished 4% under budget. When speaker schedules and vendor timing changed, I updated the plan, communicated the impact, and helped the team make decisions before the changes became last-minute problems.

Brightfield's focus on thoughtful, community-centered programs is especially appealing to me. I enjoy turning many moving pieces into a clear plan, keeping people informed, and handling the detailed follow-through that allows a team to do its best work. I would be comfortable preparing status reports, coordinating meetings, maintaining project records, and learning your delivery processes quickly.

Thank you for considering my application. I would welcome the opportunity to discuss how my project support experience, collaborative approach, and commitment to reliable execution could contribute to Brightfield Program Partners.

Sincerely,

Maya Bennett

CAREER PACKAGE | PROFESSIONAL REFERENCES

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PROFESSIONAL REFERENCES

Portland, Oregon | (503) 555-0147 | maya.bennett@example.com

Professional contacts who can speak to Maya's coordination, communication, leadership, and reliability.

Olivia Chen

Senior Project Manager | Harborstone Creative Studio

Relationship: Former Internship Supervisor

Can speak to: Client project coordination, documentation, and follow-through

olivia.chen@example.com | (503) 555-0118

Marcus Reed

Assistant Director | Westbridge University Student Success Office

Relationship: Former Supervisor

Can speak to: Program operations, communication, and service reliability

marcus.reed@example.com | (503) 555-0172

Elena Alvarez

Faculty Advisor | Westbridge Student Leadership Council

Relationship: Project and Leadership Advisor

Can speak to: Team leadership, event planning, and problem-solving

elena.alvarez@example.com | (503) 555-0194

References are prepared for direct submission and use reserved example contact information for this fictional portfolio sample.

CAREER PACKAGE | PROFESSIONAL BIO

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PROFESSIONAL BIO

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FULL PROFESSIONAL BIO

Maya Bennett is an early-career project coordinator who brings structure, clarity, and dependable follow-through to collaborative work. She earned a Bachelor of Science in Business Administration with a concentration in Operations and Project Management from Westbridge University. Through roles in creative operations, student programming, and team leadership, Maya has coordinated schedules, documented decisions, tracked deliverables, improved intake processes, and supported events serving hundreds of participants. Her project experience includes leading an eight-person team for a 240-attendee career summit and developing a process-improvement recommendation based on feedback from 126 students. Maya is comfortable using Asana, Trello, Notion, Microsoft 365, Google Workspace, and Excel to keep work organized and visible. She is especially interested in mission-driven teams where thoughtful planning, strong communication, and practical problem-solving help people deliver meaningful results.

SHORT BIO

Maya Bennett is a project coordinator and recent business administration graduate with experience supporting creative projects, university programs, and large events. She is known for organized execution, clear communication, and practical systems that help teams track priorities, solve problems early, and deliver reliable results.

ONE-LINE INTRODUCTION

Project coordinator who turns moving pieces into clear plans, visible progress, and dependable follow-through.

SUGGESTED USES

Full bio: professional websites, speaker introductions, applications, and portfolio profiles.

Short bio: networking profiles, event programs, and team directories.

One-line introduction: email signatures, profile headers, and quick introductions.