

SUZANNE SMITH

PROJECT MANAGER

Results-driven Project Manager with 9+ years of experience leading cross-functional teams and delivering complex projects from kickoff through launch. Skilled at building clear roadmaps, managing scope, timelines, and budgets, and keeping stakeholders aligned through proactive communication and risk management. Seeking to bring strong execution, process improvement, and team leadership to a collaborative, fast-paced organization.

CONTACT INFORMATION

linkedin.com/in/yourname +123-456-7891
yourname@example.com www.projectmanager.com



WORK EXPERIENCE

PROJECT COORDINATOR

Self-employed

2025-2030

- Built and maintained strong client and stakeholder relationships, contributing to a 20% increase in repeat engagements and referral-driven requests within one year.
- Coordinated a diverse range of projects and deliverables across multiple workstreams, supporting events, client initiatives, and internal programs while ensuring consistent quality and timelines.
- Managed day-to-day operational coordination including scheduling, documentation, invoicing support, and client communications to deliver a seamless, professional experience.

SECRETARY

Corporate

2021-2025

- Prepared polished documents and materials for internal teams and external clients, including correspondence, reports, and presentation support aligned with company branding.
- Coordinated with leadership and cross-functional teams to schedule meetings, organize agendas, and ensure follow-ups were completed accurately and on time.
- Managed administrative workflows such as filing, recordkeeping, inbox and phone communications, and document formatting to keep daily operations organized and efficient.

EDUCATION HISTORY

BACHELORS IN MANAGEMENT

North University

2017-2021

Delivered cross-functional website launch on time and under budget, improving conversions and stakeholder satisfaction.

SKILLS

- Project planning & scheduling
- Stakeholder communication
- Risk and issue management

CERTIFICATIONS

- Certified Professional (2021)
- Certified Expert (2021)