



WENDY BILSON

P R O J E C T
M A N A G E R

CONTACT

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📍 Springfield, IL

SKILLS

- Effective Communication
- Empathy
- Active Listening
- Problem Solving
- Time Management
- Leadership
- Teamwork
- Stress Management
- Creativity
- Assertiveness

ABOUT ME

I'm a detail-oriented, dependable professional who enjoys supporting fast-paced teams and keeping work organized and on track. I learn new tools quickly, communicate clearly, and follow through from start to finish.

EDUCATION

- Bachelor's Degree in Business Administration, Georgia State University (2026)
- Associate Degree in Information Technology, Kennesaw State University (2024)

EXPERIENCE

Project Coordinator Intern, TechWorks Solutions (2025–2026)

Supported project timelines, tracked action items, and coordinated updates across teams to keep deliverables on schedule.

Administrative Assistant, NorthPoint Office Services (2024–2025)

Managed scheduling, organized documents, and handled daily office communications to support smooth operations.