# JORDAN AVERY

Project Coordinator | Springfield, MO | (555) 014-2200 | jordan.avery@example.com

*EXAMPLE — ATS-safe version: one column, standard headings, no tables or graphics — this is the file to upload to job sites.*

## PROFESSIONAL SUMMARY

Project coordinator with 6 years of experience scheduling construction and renovation projects, tracking budgets up to $180,000, and coordinating vendors, crews and clients.

## WORK EXPERIENCE

**Project Coordinator, BuildRight Construction, Springfield, MO, 2022 - Present**

- Coordinate 8-12 residential remodeling projects simultaneously from estimate to completion.
- Reduced schedule delays by 30 percent through weekly client updates and shared calendars.
- Monitor project budgets and identify cost overruns early, saving clients an average of $3,000 per job.

**Office Administrator, HomeServe Repairs, Springfield, MO, 2019 - 2022**

- Scheduled 25 field technicians per week and resolved 40 customer calls per day.
- Created a spreadsheet invoice tracker that reduced billing errors.
- Trained 5 new employees in scheduling systems and service standards.

## SKILLS

Project Scheduling, Budget Tracking, Microsoft Excel, Google Sheets, Vendor Management, Customer Service, Invoicing, Dispatch, Data Entry, Team Training

## EDUCATION

Associate of Applied Science, Business Administration, Ozarks Technical Community College, 2019