JORDAN AVERY

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

EXAMPLE — filled-in sample. Replace every line with your own — the Resume Guide in this folder shows you how.

SUMMARY

Organised project coordinator with 6 years keeping construction and renovation jobs on schedule and on budget. Known for clear client updates, tidy paperwork and crews that know the plan before they arrive on site.

EXPERIENCE

Project Coordinator — BuildRight Construction (2022–present)

- Coordinate 8–12 residential remodels at a time, from signed quote to final walkthrough.
- Cut schedule slips 30% by introducing a weekly client update call and a shared job calendar.
- Track budgets up to $180k per job; flagged a materials overrun early and saved one client $4,200.

Office Administrator — HomeServe Repairs (2019–2022)

- Scheduled 25+ field technicians weekly and handled 40+ customer calls a day.
- Rebuilt the invoice tracker in a spreadsheet, cutting billing errors to near zero.
- Trained 5 new office staff on scheduling and customer-care standards.

SKILLS

Scheduling & dispatch • Budget tracking (Excel/Sheets) • Client communication • Vendor coordination • Invoicing • Problem-solving under pressure

EDUCATION

Associate Degree, Business Administration — Ozarks Technical Community College (2019)