

Diana Elizabeth

PROJECT COORDINATOR

✉ info@resumekraft.com 📞 +1-202-555-0114 📍 Charlotte, North Carolina 🌐 <https://linkedin.com/in/diana>



SUMMARY

Highly creative Project Coordinator with 10+ years of experience in handling challenges to achieve consistently high-quality results. Also Improved the processes to maximize productivity and streamline cross-functional collaboration.



EXPERIENCE

Project Coordinator

The Smartify *Jan 2016 - Apr 2018*

- Implemented a scheduling management system that reduced logistics preparation by 30% in the first month.
- Received 95% positive feedback from participants regarding the overall organization of the workshops.
- Supervised and coordinated teams of 10 to 20 people and classes between 50 to 100 attendants.

Communication Specialist

Miracle Foundation *Dec 2012 - Apr 2018*

- Organized charity concert series in Romania and Spain with 300+ attendees, raising \$40,000 in contributions.
- Designed and standardized product website listing which increased online sales by 80%.
- Coordinated the logistic of medical events and conferences.

Project Coordinator

J&M Event Organization *Nov 2009 - Sep 2011*

- Program development, forecasting and planning of key events (directing 200+ volunteers building 4 houses in a week).
- Planning and coordination of large-scale events (accommodation, catering, transport, construction site and leisure assignments).



EDUCATION

Master of Advanced Studies in Social Communication

Pompeu Fabra Barcelona University *Oct 2008 - Feb 2009*

Master of Arts Degree in Communication Equivalency



SKILLS

MS Office	●●●●●
Google Suite	●●●●●
SPSS	●●●●●
WordPress	●●●●●
Salesforce	●●●●●
Survey Monkey	●●●●●



PERSONAL SKILLS

Communication	●●●●●
Flexible/Dependable	●●●●●
Critical Thinking	●●●●●
Organizational Skills	●●●●●
Problem-solving	●●●●●
Budgeting	●●●●●



LANGUAGES

English	●●●●●
Spanish	●●●●●
Romanian	●●●●●



HOBBIES

- Organizing Meetings
- Book Reading
- Cycling
- Cooking Continental



REFERAL

Jeremy North
Program Manager at HfH
- jeznorth@gmail.com

Bachelor of Economics, Marketing
Bucharest Academy of Economic Studies

Oct 2004 - Oct 2008

Bachelor's with dual major Economics /Marketing

Oana Stoianovici
Founder of The Feminine
- oana@stoianovici.ro