|  |  |  |
| --- | --- | --- |
| A person looking to the right |  | jordan ellis |
|  |
| contact (123) 456-7891 jordanellis@email.comLANGUAGESEnglishSpanishSKILLS* Communication Skills
* Problem-Solving
* Time Management
* Team Collaboration

Certifications* TESOL Certification
* Certified Professional in Microsoft Office
 |  |  | ProfileMotivated and adaptable professional with a rich background in project coordination and customer service. Aim to apply a blend of organizational, communication, and problem-solving skills in a vibrant workspace. Driven to boost organizational success through impeccable project execution, fostering positive customer experiences, and nurturing team collaboration.EDUCATION HISTORYBachelor of Arts, Jan 2016Seattle University – Seattle, WAWORK EXPERIENCEProject Coordinator | ABC Solutions | Aug 20XX - Dec 20XX* Led team collaborations for project efficiency.
* Managed timelines and ensured project deliverables were met.

Customer Service Rep | XYZ Corp. | Aug 20XX - Dec 20XX* Addressed customer concerns, ensuring prompt resolution.
* Collaborated with the technical team for product-related queries.
 |