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| A person looking to the right | |  | jordan ellis |
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| contact (123) 456-7891 [jordanellis@email.com](mailto:janedoe@email.com)  LANGUAGES  English  Spanish  SKILLS   * Communication Skills * Problem-Solving * Time Management * Team Collaboration   Certifications   * TESOL Certification * Certified Professional in Microsoft Office |  |  | Profile Motivated 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 HISTORY Bachelor of Arts, Jan 2016 Seattle University – Seattle, WA  WORK EXPERIENCE Project 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. |