| JORDAN ELLIS | 4321 W Go Drive,  Seattle, WA  jordanellis@email.com  444.555.6666 |
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| Objective | A dynamic professional, fortified with a solid foundation in project management and team collaboration, seeking to apply these proficiencies as a Team Lead at DEF Enterprises. Inspired to foster a harmonious and productive work environment through effective communication, adaptability, and a proactive approach to problem-solving and project execution. |
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| Skills & Abilities | * Communication Skills * Adaptability * Multitasking * Project Management |
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| Experience | Project Coordinator | ABC SolutionsJan 20xx - Present Led diverse teams for various projects.  Ensured project milestones were achieved ahead of schedule. Customer Service Representative | XYZ Corp.Jan 20xx – Dec 20xx Managed customer feedback, implementing improvements in service delivery. |
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| Education | Bachelor of ArtsUniversity of Seattle | Seattle, WA Graduated with a 3.9 GPA, Dean’s List honoree |
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| Certifications | * Certified Customer Service Professional (CCSP) * TESOL Certification |
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