Jordan Ellis

456 East 78th Ave | Seattle, WA | 333.555.9999 | [jordanellis@email.com](mailto:janedoe@email.com)

# OBJECTIVE

A detail-oriented professional bringing extensive experience in project coordination and customer service. Committed to leveraging robust communication skills and technical expertise to drive organizational success. Eager to contribute a nuanced understanding of project management methodologies, coupled with a consistent record of customer satisfaction, to enhance team productivity and project execution in a challenging and rewarding environment.

# EXPERIENCE

## Project Coordinator

### ABC Solutions | Seattle, WA Feb 20XX – Jan 20XX

Managed multiple projects, ensuring timely completion.

Collaborated with cross-functional teams for efficient workflow.

## Customer Service Representative

### XYZ Corp. | Seattle, WA Jul 20XX – Jun 20XX

Resolved customer queries, achieving a 95% satisfaction rate.

Assisted in training new hires on customer service protocols.

# EDUCATION

## Bachelor of Arts

### University of Seattle | Seattle, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Skills

* Communication Skills
* Time Management
* Technical Proficiency
* Customer Service

# Certifications

* Project Management Professional (PMP)
* Certified Customer Service Professional (CCSP)

# REFERENCES

## Briana Hernandez

ABC Solutions | Contact Information