

Beth Smith, CAPM

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Cell: 555-263-1678

Project Coordinator

Highly motivated, tech-savvy professional with over 5 years' experience in a fast-paced consulting environment. Extensive experience supporting senior consultants in high-profile technology projects. Exceptional analytical ability and talent for managing information. Certified Associate in Project Management (CAPM) certification. Proficient in:

- Project Coordination
- Project Setup & Monitoring
- Project Communication
- Microsoft SharePoint
- Microsoft Project
- Microsoft Excel

"We needed to streamline our SharePoint project file system to work more effectively with clients. Beth volunteered for the project. She then analyzed the system and developed a more efficient process that we're using across the firm. She did a great job managing the project from start to finish."

—John Grant, CEO, Grant Technology Consulting.

Professional Experience

2005–Present: **Senior Administrative Assistant, Grant Technology Consulting.** Advanced administrative and project support for senior-level consultants.

Project Coordination/Management

- Led a project to streamline and reorganize SharePoint project management system, resulting in more accessible information and enhanced support for clients.
- Coordinated project plan, scheduling and budgeting for small but high-profile project during project manager's absence. Praised for initiative and problem-solving abilities.

Advanced Administrative Support

- Prepared best-practice guidelines for archiving project documents. Guidelines simplified document management process and were adopted company-wide
- Conducted research and trained staff on new techniques for document versioning that significantly reduced retrieval time and lost documents.

Commented [RG1]: In this example, the address and phone number did not transfer from the resume into the applicant profile, because of the format of the document. Try using a simple format that the system can recognize as contact details:

Beth Smith
215 W State Street
Milwaukee, WI 53201

Commented [RG2]: Without dates entered in your experience and education history, the system will default to 01/01 and 12/31. When months are provided, but no date, the default will be to the first and last day of the month. Enter correct dates in your resume or be sure to correct these fields in your online application.

Professional Experience, Cont.

2001–2005: **Administrative Assistant, Training Solutions, Inc.** Advanced administrative support to top marketing executive in fast-paced training start-up company.

Project Coordination/Management

- Coordinated the research and production of client-winning training proposals.
- Streamlined proposal development process, resulting in significant time savings.

Advanced Administrative Support

- Planned and assembled materials for high-profile client meetings.
- Created new client tracking system using Microsoft Excel.

Professional Development

Certified Associate in Project Management (CAPM), 2009

Microsoft SharePoint Power User Training, 2010

Microsoft SharePoint End User Training, 2009

Advanced Microsoft Project, 2008

Advanced Microsoft Excel, 2008

Education

Associate Degree, Business Administration & Management,
Northeast Wisconsin Technical College, 2001

Professional Associations

Project Management Institute

American Management Association, Individual Member