

Miriam Cohen

Spain | Female | 27

Target MSc: International Management

PROFESSIONAL EXPERIENCE

Project Coordinator - International NGO (Jan 2019 - Sep 2023)

Coordinated international projects, including scheduling, stakeholder communication, and resource allocation

Prepared donor reports and progress presentations for funding agencies

Ensured compliance with international guidelines and project goals

Supervised project assistants and volunteers, providing training and mentorship

Administrative Assistant (2016 - 2018)

Managed office operations including scheduling, documentation, and internal communications

Assisted in preparing reports and organizing meetings

EDUCATION

Professional Certificate in Project Management, Private Training Institute, 2017 - 2018

Covered project lifecycle management, scheduling, risk analysis, and reporting

SKILLS

Project coordination, reporting, stakeholder management, Excel

LANGUAGES

Hebrew (native), English (fluent), French (basic)

PERSONAL INTERESTS

International cooperation, NGO development, cross-cultural communication