

Jane Smith

Objective:

An enthusiastic and detail-oriented professional seeking a Junior PMO role to contribute to effective project management, streamline processes, and support the successful delivery of projects.

Professional Experience:

Project Management Intern

Pho 05 – Lyon, FRANCE

2022 - 2023

Assisted senior project managers in creating and maintaining project schedules, Gantt charts, and timelines.

Participated in project meetings, documented minutes, and tracked action items and deliverables.

Collaborated with cross-functional teams to gather project status updates and maintain project documentation.

Conducted research and analysis to support project planning and decision-making.

Assisted in identifying and mitigating project risks.

Administrative Assistant

Galaxus - Lausanne

2021 - 2022

Managed administrative tasks, including scheduling meetings, preparing reports, and handling documentation.

Maintained project-related files and ensured data accuracy.

Coordinated and facilitated communication between different departments and teams.

Assisted with the organization of project-related events and training sessions.

Supported the procurement and inventory management for project supplies.

Education:

bachelor's degree in project management, business

University Lyon 2 - Lyon France

2021

Skills:

Project Management Tools: Microsoft Project, JIRA, Trello

Microsoft Office Suite: Word, Excel, PowerPoint, Outlook

Documentation and Reporting

Time Management

Communication and Interpersonal Skills

Problem-Solving

Attention to Detail

Team Collaboration

Organization and Multitasking

Adaptability