

**Samantha Miller**

**Contact:** [samantha.miller@email.com](mailto:samantha.miller@email.com) | (555) 789-0123

**Summary:** Project Manager with some experience in coordinating projects. Seeking a position where I can apply my limited project management skills. Open to learning new skills and processes.

**Experience:**

- **Project Coordinator** | QuickTech Solutions | 2021 - Present
- Assisted in tracking project tasks and updating project status reports.
- Attended meetings to take notes and distribute minutes.

**Education:**

- **Associate's Degree in Business Administration** | Community College | 2020

**Skills:**

Basic Project Coordination, Meeting Minutes, Learning Agility