A Technical Project Coordinator/Manager

**Mindset Reset**

“Every job I want is won by someone who learned by building, not by waiting until they felt ready.”

**A Technical Project Coordinator/Manager in the real world is rarely writing complex code.**  
They’re:

* Managing tech/data projects (often with basic scripting/automation)
* Coordinating between technical and non-technical teams
* Creating *clarity* via dashboards, documentation, or simple tools
* Translating business or lab requirements into “tech team speak”
* Tracking milestones, tasks, issues (think Jira, Asana, or even Excel/Google Sheets)
* Occasionally *gluing* things together (a Python script, an automation, a spreadsheet)

**What you need isn’t advanced Python.**

You need:

1. **Project visibility:** Show you can structure, track, and communicate progress.
2. **Process automation taste:** Show *just enough* tech to automate repetitive tasks.
3. **Domain translation:** Show you can bridge “lab/biotech” to “tech/automation.”

**3-Week “Ship-It” Project (for True Beginners)**

**Pick One—All Will Skyrocket Your Resume for Coordinator/Manager Roles**

**2. Process Automation Demo**

* Identify a repetitive lab/admin task (real or hypothetical, e.g., “compiling daily QC results”).
* Write a script to automate a simple data cleaning/aggregation process.
* Wrap it in a README explaining, step by step, how it saves time and reduces errors.

**Why This Works**

* **Signal, not noise:** Hiring managers don’t care if you’re a Python ninja. They care if you “get” project structure, communication, and can automate simple pain points.
* **Portfolio over perfection:** Even basic projects show “I build things,” not “I take courses.”
* **Momentum > mastery:** You’ll learn *what* to learn, not just *how* to learn.

**How to Start Without Being Overwhelmed**

1. **Break it into micro-sprints:**  
   Week 1: Define the project, draft the outline, set up file structure.  
   Week 2: Build the first working version (ugly is fine).  
   Week 3: Polish, add documentation, write a “here’s why this matters” summary.
2. **Ask for feedback early:**  
   Show what you have at each step (here, or on LinkedIn, Reddit, etc.). Don’t wait until it’s “done.”
3. **Reflect:**  
   Every Friday, review:
   * What was hard?
   * What was fun?
   * What *actually* felt useful or relevant to your Coordinator endgame?