**PROJECT COORDINATOR RESUME WORK EXPERIENCE**

**STONY BROOK MEDICINE, Stony Brook, NY**

**Project Coordinator**

**August 20XX–present**

* Analyze financial impact of transportation expenses on the department’s budget and propose ways to reduce costs and improve services
* Use pivot tables and v-lookup to track SharePoint data, as well as GoToMeeting to organize virtual meetings and webinars
* Reduced indigent patient fund expenditure by over $9,000
* Improved department productivity and functionality by facilitating training for department staff learning to use new EMR modules

**JOE ARRINGTON CANCER CENTER, Lubbock, TX**

**Project Coordinator**

**September 20XX–July 20XX**

* Supported the director by coordinating all projects and operations for the oncology program
* Executed project operations by confirming resource availability, submitting project deliverables, and preparing status reports
* Planned, established, and communicated project deliverables to meet deadlines and maintain project schedules
* Allocated funds to appropriate resources while preparing and submitting documentation and reports