



# MELISSA ANDERSON

Administrative project coordinator with a strong education, including a master of business administration (MBA) degree from Harvard Business School. Skilled at overseeing and coordinating administrative projects, liaising between departments, and preparing comprehensive project documentation. Recognized for improving project efficiency and cross-team communication.

## KEY SKILLS

- Process streamlining
- Project management
- Task prioritization

## EDUCATION

MBA  
Harvard Business School,  
Massachusetts

BBA  
University of California,  
Berkeley, California

BS in Project Management  
Pennsylvania State  
University, Pennsylvania

## PROFESSIONAL EXPERIENCE

### Senior Administrative Project Coordinator | Robert Half International, San Francisco, CA

June 2018 to present

- Managed over 50 administrative projects, ensuring they were completed on time and within budget
- Acted as a key liaison between different departments, improving cross-team collaboration by 30%
- Developed and maintained comprehensive documentation for all projects, leading to a 20% increase in project efficiency

### Administrative Project Coordinator | Kelly Services, Los Angeles, CA

June 2015 to May 2018

- Oversaw execution of over 30 administrative projects, ensuring they met all goals
- Facilitated effective communication between various departments, resolving issues promptly and efficiently
- Prepared and maintained detailed project documentation, helping improve project performance by 15%

## PROFESSIONAL DEVELOPMENT

- Certified Administrative Professional (CAP), International Association of Administrative Professionals (IAAP)
- CAPM, Project Management Institute (PMI)
- Microsoft Office Specialist (MOS), Microsoft