

Anna

Project Coordinator · studio administrator · deadline coordination and work with clients

PROFILE

I have worked as a studio administrator for two years: I keep the shooting calendar, agree the time with clients, collect materials and keep an eye on payments in a spreadsheet. I am looking for a project coordinator position where deadlines, communication with clients and order in documents and spreadsheets matter.

WORK EXPERIENCE

Studio administrator — 2 years

- Keeping the shooting calendar: planning slots, tracking how busy the studio is, moving and rescheduling shoots when something changes.
- Agreeing the time with clients: asking about suitable dates and confirming them.
- Collecting materials: taking files and data from clients.
- Payments in Excel: writing down incoming payments and balances in a spreadsheet, filtering and sorting the records, counting with simple formulas.

SKILLS

Deadline coordination	shooting calendar, planning slots, rescheduling
Work with clients	agreeing the time, taking in materials
Excel	filters, sorting, simple formulas
Documents and materials	taking files from clients, preparing them for work
English	A2

MATCH WITH THE VACANCY

Deadline coordination	yes — shooting calendar, planning and rescheduling
Communication with clients	yes — agreeing the time, taking in materials
Excel	yes — basic level: filters, sorting, simple formulas
Jira (desirable)	no experience
English B1	A2 now — the vacancy asks for B1

The section “Match with the vacancy” compares the job requirements with the experience. No contact details are given in the resume.