

# Project experience

Example · All people and experience are fictional.

|                     |                  |                      |                      |
|---------------------|------------------|----------------------|----------------------|
| <b>Name</b>         | Alex Morgan      | <b>Target role</b>   | Operations assistant |
| <b>Email</b>        | alex@example.com | <b>Phone</b>         |                      |
| <b>Organization</b> | Example Trading  | <b>Project dates</b> | 2025.04–2025.06      |

## Project and role

Order review checklist | Example Trading | April–June 2025

Operations coordinator responsible for comparing existing review documents and drafting common fields.

## Context

Team members used different fields to track order checks. The project aimed to make review status easier to understand while keeping the team's existing responsibilities.

## Actions

Reviewed the current workflow with team members. Drafted fields for order ID, review status, owner and completion date. Set up Excel filters for outstanding items and wrote instructions for updating the checklist.

## Results and evidence

The team adopted the common checklist and used the written instructions when introducing new coordinators. My contribution was the first field design and the user guide. Time savings were not measured, so no efficiency percentage is claimed.

## Learning and next steps

Learned to agree on field definitions before changing a shared process. A future review would compare processing time using the same measurement method before and after the change.