Jordan Ellis

Engagement Coordinator

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SUMMARY

Engagement coordinator with 2 years supporting consulting teams at a Boston strategy firm, managing schedules, travel, documents and client logistics for 6 active engagements. Skilled in Outlook, Word, Excel and PowerPoint, with strong organizational skills, interpersonal skills and the discretion that confidential client work requires.

EXPERIENCE

Engagement Coordinator

08/2024 - Present

Back Bay Strategy Partners

Boston, MA

Strategy consulting firm with 90 consultants serving healthcare and consumer clients.

- Coordinate calendars, travel and client meetings for **6** engagement teams of 4-8 consultants each.
- Edit and proof 40+ PowerPoint decks and Word reports a month to the firm's style guide before delivery.
- Track engagement budgets, hours and invoices in Excel, flagging overruns to managers within the week.
- Organize kickoff and steering committee logistics in Microsoft Teams and on site for client executives.

Office Coordinator (Part-Time)

09/2022 - 07/2024

Fenway Property Group

Boston, MA

Residential property management office with 1,100 units.

- Handled 50+ resident and vendor calls and emails a day with prompt customer service and urgent repair routing.
- Scheduled 200 vendor visits a month in Outlook and kept work orders current in the property system.
- Protected confidential lease and payment records with discretion during the annual audit.
- Prepared monthly occupancy summaries for the property manager from 3 separate reports.

SKILLS

- Outlook
- Word
- Excel
- PowerPoint
- Microsoft Teams
- Organizational Skills
- Calendar Management
- Travel Coordination
- Discretion
- Document Formatting

EDUCATION

Bachelor of Arts

05/2024

Northeastern University

Boston, MA

Communication Studies

CERTIFICATES

Microsoft Office Specialist: Excel Associate

11/2023

Microsoft