

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Assistant Project Manager - Company / Location

MONTH YEAR - Present

- **Job Description:** Participated in project design and management, including budgeting, scheduling, designing, implementation, oversight, and data analysis.
- **Results:** Worked on over 200 projects with nearly 30 different project managers, improved efficiency by 34%, and helped lower budgets by 22%.
- **Additional Competencies:** Collaborated across different teams and departments to improve risk management and quality assurance.
- **Other:** Led a committee to offer Microsoft Office courses to the public and provide community outreach

### Intern/Assistant Project Manager - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** I originally interned as a project manager at the firm but was later promoted to an assistant upon graduating and assisted with individual project scheduling, timelines, implementation, and oversight.
- **Results:** Managed relationships with engineers, contractors, and architects on various real estate projects.
- **Additional Competencies:** Conducted project analysis and compiled reports for individual members of each team.
- **Other:** Administered punch list and close-out activities and prepared budget and cash flow forecasts.

### Project Experience

- **Client Interfacing:** Created a client communication system and leveraged a modern communications platform for client interfacing.
- **Marketing & Sales:** Multiple collaborative efforts with marketing and sales departments. Developed, launched, and marketed a product in college.
- **Budgeting:** Managed budgets for over ten years and wrote a college capstone on budget management in real estate.

## Education

### Bachelor of Science in Business - University of New Mexico

MONTH YEAR

- 3.5 GPA

### Bachelor of Science in Engineering- University of New Mexico

May 2009

- 3.5 GPA.

### high school diploma- St. Petersburg High School

May 2009

- 4.0 GPA
- captain of the engineering club
- IT volunteer.

## Skills

### Expertise

- Information management
- Data analysis and conclusions
- Quality assurance and control
- Project reporting analysis and recommendations
- Relationship Management and Collaboration

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified Scrum Master
- Certified PMP
- Agile Training