

NAME

TITLE

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

Profile

Project manager with skills in forming task schedules, monitoring progress, tabulating cost approximations, and disbursing project material to workers.

Experience

ABC Nonprofit Volunteer Team Lead- Company / Location

MONTH 2022 - Present

- Led a team of 8 volunteers in a wide range of activities, from IT to fundraising and budgeting
- Organized fundraiser events
- Maintain positive vendor and sponsor relationships

TLD Software Solutions Project Manager Intern - Company / Location

MONTH 2019 – MONTH 2021

- Oversaw the development of e-commerce retailer tools for automated product recommendations
- Liaised with the data science team and software developers on project implementation
- Performed 200 user interviews, formed a schedule, and managed the development to the end
- Forged client and stakeholder interactions and used the feedback to help improve retailer earnings by 14%

Project Experience

- Liaising between IT and sales employees to champion customer satisfaction
- Managing project schedules and meeting schedules by effectively mitigating all the roadblocks.
- Developing internal tools for optimizing the onboarding process for vendors

Education

Bachelor's Degree in Applied Science (Project Management)-Colorado University

MONTH 2015 - 2019

- GPA: LIST
- AWARD
- AWARD

MSC in Software Project Management - Northwestern University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Agile methodologies
- Project management software proficiency
- Budget management
- Risk management
- Resource allocation
- Schedule management
- Quality control

Licenses & Accreditations

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- Project Management Professional (PMP) certification
- Certified Associate in Project Management (CAPM)