

NAME

TITLE

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

Profile

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Experience

Project Manager- Company / Location

MONTH YEAR - Present

- **Job Description:** Coordinate and manage project management, and budget, maintain project logs, and coordinate and maintain all client relations.
- **Results:** Met 100% of quality standards in 2020, reduced unexpected costs by 72% in 2020-2021 and saved an average of 19% on projects by implementing budget cuts.
- **Additional Competencies:** Managed and organized a project management committee, conducted weekly meetings with clients and the rest of the team, and negotiated favorable prices with clients.
- **Other:** Coordinated activities with other project management teams and departments throughout the firm.

Junior Project Manager - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Providing input on individual projects, managing and completing tasks assigned to the team, assisting during proposal development and client queries
- **Results:** Improved efficiency by 26%, cut project timelines by 16%, and significantly extended limited budgets.
- **Additional Competencies:** Managed junior project managers, led weekly meetings, and led monthly check-ins with clients.
- **Other:** Worked while still in school, obtaining a Master's in Business Administration. Got a 4.0 in school and excellent results at work.

Project Experience

- **Entrepreneurship:** Founded, created, and launched an app to help employers and project managers limit and reduce project delays. I sold the app to a major player in risk management.
- **Graduate Research:** Supervised, trained, and managed a senior research team in my master's program. Completed six months of qualitative research and assembled an expose on software design and development.
- **Graduate Capstone:** Completed a graduate capstone by developing and presenting an app that helps connect entrepreneurs to businesses seeking their efforts.

Education

Bachelor of Science in Business Administration: - Northwestern

(2010-2014)

- 4.0 GPA

Master's in Project Management - New York University

(2014-2016)

- GPA 3.9

(2020-2022)

Masters in Business Administration: - Cambridge University School of Business

- 4.0 GPA

Skills

Expertise

- Budget management
- Negotiation
- Initiative and leadership
- Multitasking
- Risk Management & Contingency Planning

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Scrum Master and Agile Trainer
- Certified Project Management Professional
- PMI Agile Certified