

Project Management Manager Resume Sample

Maple Wood-Willis

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Summary:

Hardworking and experienced Internal Project Manager with a long years of experience – more than 7 years – being involved in unique and important projects as well as leading (and managing) effective teams.

Objectives:

To use the skills, expertise, and experience in various industries and sectors that can help to improve the company's or organization's efficiency and workflow. Able to work in any kind of setting while maintaining professional skills and manners while making connections to other parties, including colleagues, third parties, and clients.

Education:

Briarwood Western, August 2006 to December 2010
Master of Business and Management Administration

Briarwood Western. August 1998 to December 2001
Bachelor of Business and Marketing Administration
Project Management Certification, V3 ITIL Certification

Professional Working Experience

Smith and Alamis. April 2016 to present.

Senior Project Manager

Responsibility:

- Create project planning and strategy schemes, including the project documentation
- Responsible for forecasting and budgeting, which also includes risk management, expense reports, execution, monitoring, and also status reporting
- Create and plan map projects designed for budget monitoring and tracking
- Work together with other staff members and participants to determine (and make sure the punctuality) of the project timeline
- Responsible for completion of the project lifecycle from the beginning inception to closure

Closetech. January 2014 to March 2016.

Senior Project Manager

Responsibility:

- Managed and arranged the program delivery from end to end
- Created, planned, managed, and oversaw the master program scheme and plan
- Provided guidance and help to the team as well as other program managers
- Developed and maintained project plans with estimates, forecasts, and also resource assignments and monitoring

Home Improvement Storage. October 2010 to December 2013

Product Manager

Responsibility:

- Developed Architecture and strategy for clients to get along with the business plans
- Created, maintained, and developed risk mitigation plans
- Worked together with other teams and staff from other departments to determine and record product timeline

Strength:

- Team player but also strong as individual
- Conflict management
- Vendor management
- Team leadership and management

Personal information:

- Single, in a relationship
- Date of birth: March 6th 1983
- Interest: action figures, books, culinary, crafts and arts