



WILLIAM PEREZ

Deputy Program Manager

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Financial Management



7

Data Analysis



8

Adaptability



9

Cross-functional Leadership



8

Interpersonal Skills



9

Innovation Management



8

INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

STRENGTHS

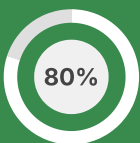
⌚ Patience

🏔 Perseverance

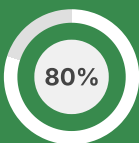
📅 Planning

⚙ Positivity

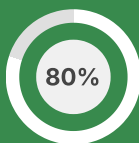
LANGUAGES



English



Swahili



Polish

ACHIEVEMENTS

★ Successfully coordinated 5 major projects, achieving a 95% on-time delivery rate.

★ Streamlined communication processes, reducing project update times by 30%.

PROFESSIONAL SUMMARY

Motivated Deputy Program Manager with 2 years of experience in executing project plans and enhancing team collaboration. Skilled in stakeholder communication and problem-solving to ensure project milestones are met efficiently. Eager to apply analytical skills and operational insights to drive project success and contribute to organizational goals.

WORK EXPERIENCE

Deputy Program Manager

📅 Mar / 2024-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Collaborated closely with key Project Leads and customer task managers to ensure alignment on project goals.
2. Maintained strong relationships with over 12 Team Leads across various analytical domains.
3. Engaged with senior management to secure project resources and relay crucial program information.
4. Oversaw project activities to guarantee timely and cost-effective completion without sacrificing quality.
5. Validated the quality and punctuality of all deliverables associated with the program.
6. Provided weekly activity reports and monthly status updates to stakeholders.
7. Identified potential risks and developed contingency plans to mitigate project challenges.

Deputy Program Manager

📅 Mar / 2023-Mar / 2024

Crescent Moon Design

📍 Portland, OR

1. Managed daily operations and chaired Change Control Board meetings to address project risks and opportunities.
2. Conducted programmatic reviews of technical documentation to support baseline milestones.
3. Aligned new directives to the program plan, ensuring compliance with manufacturing readiness standards.
4. Served as the primary contact for Integrated Risk Assessment with the B-2 Systems Program Office.
5. Enhanced team collaboration by implementing agile methodologies to improve project efficiency.
6. Developed risk mitigation strategies that led to a 15% reduction in project delays.

EDUCATION

Bachelor of Science in Management

📅 Mar / 2022-Mar / 2023

University of Illinois

📍 Chicago, IL

Studied project management principles, operational efficiency, and team dynamics.