

# OLIVIA SMITH

## Global Project Manager

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### PROFESSIONAL SUMMARY

Dynamic Global Project Manager with 2 years of experience in steering cross-functional teams to achieve project objectives. Proven ability to manage timelines, budgets, and stakeholder expectations in diverse environments. Committed to leveraging project management methodologies to enhance operational efficiency and drive project success in a global context.

### WORK EXPERIENCE

**Global Project Manager** Feb / 2024-Ongoing  
Blue Sky Innovations Chicago, IL

- 1. Oversaw cross-functional teams and communicated project requirements to ensure timely execution of project milestones.
- 2. Developed and implemented comprehensive inspection and testing plans to uphold quality standards.
- 3. Standardized manufacturing procedures to optimize project workflows and meet client specifications.
- 4. Monitored and reported project forecasts to the Vice President of Operations, collaborating closely with quality and engineering teams.
- 5. Reviewed project specifications and ensured timely submission of quotations to clients.
- 6. Analyzed purchase order requirements to align proposals with client expectations.
- 7. Facilitated effective communication among stakeholders to streamline project processes.

**Global Project Manager** Feb / 2023-Feb / 2024  
Cactus Creek Solutions Phoenix, AZ

- 1. Collaborated with sales and management to rectify discrepancies between purchase orders and quotations.
- 2. Conducted project review meetings to identify and mitigate potential risks before proposal submissions.
- 3. Organized pre-manufacturing meetings to clarify all project requirements across functional teams.
- 4. Managed project activities, including clinical management and data oversight.
- 5. Oversaw the rollout of new service offerings, ensuring alignment with marketing strategies.
- 6. Led the Global Managed Services Website refresh program, enhancing brand positioning.

### EDUCATION

**Bachelor of Science in Business Administration** Feb / 2022-Feb / 2023  
University of California Chicago, IL

Focused on project management principles and practices, including risk assessment and stakeholder management.

### SKILLS



### ACHIEVEMENTS

- ★ Successfully led a project that resulted in a 15% reduction in costs through process improvements.
- ★ Implemented a new project management software, increasing team productivity by 30%.
- ★ Coordinated a global initiative that enhanced communication between teams across three continents.