

# ROBERT SMITH

## Jr. Information Technology Project Manager

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### SUMMARY

Information Technology Project Manager is responsible for all aspects of the project, leading a team on large projects or a significant segment of large and complex projects.

### SKILLS

Management, Sharepoint Designer.

### WORK EXPERIENCE

#### Jr. Information Technology Project Manager

ABC Corporation - August 1997 – June 2004

- Advanced rapidly through a series of increasingly responsible positions within the telecommunications company.
- Initially hired as an application developer and assigned as project leader for quality assurance testing and training.
- Compiled and analyzed financial information for intercompany general ledger accounts as well as assisting the financial systems director and internal audit department in identifying areas of concern.
- Ultimately, assigned as project manager for audit project which recovered \$2.5 million in omitted revenue.
- Created and submitted multimillion-dollar budget proposal for project funding, and led the creation and implementation of an interactive website to be used for research reporting.
- Generated monthly reports detailing profitability forecasting for the executive management team.
- Managed Revenue Streams Audit project domestic portion established as end-to-end order tracking project.

#### Information Technology Project Manager

Delta Corporation - 1995 – 1997

- Ensured security plans and risk assessments were compliant with the Federal Information System Management Act requirements that decreased the number .
- Fostered an environment free of harassment that reinforced the organizations core values to consistently and effectively treat IT professionals and .
- Anticipated, projected and forecasted user requirements into data requirements documents and staffed to senior management saving countless hours that .
- Manage Grant Management/Project Information Management System project throughout lifecycle from requirements gathering to full implementation Procure .
- Manage multiple projects (with Regional, National and International clients, vendors and consultants (i.e.
- KPMG, BearingPoint, etc.) throughout entire project lifecycle including requirements analysis, scheduling and task assignment of resources, .

- employees) across US, UK, Netherlands and China to support Sarbanes-Oxley initiatives Improve Field Service Processes including Service & Dispatch, .

## SCHOLASTICS

- Master of Business Administration in Economics Forecasting and Statistics - (University of West Georgia - Carrollton, GA)