

Robert Smith

Lead Information Technology Project Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Project Management,
Annual Planning, PMO
Governance, Planning
And Strategy.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Information Technology Project Manager is responsible for planning, initiating, and managing information technology projects and help to direct the development and customization of advanced system technologies to meet our clients specific business needs.

WORK EXPERIENCE

Lead Information Technology Project Manager **SunTrust Banks, Inc - 2013 - 2020**

Responsibilities:

- Provides a single point of contact for assigned projects.
- Responsible for all aspects of the development and implementation of assigned projects.
- Responsible for taking projects from original concept through final implementation.
- Defines project scope and objectives.
- Develops detailed work plans, schedules, project estimates, resource plans, and status reports.
- Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedules to ensure timely completion of project.
- Ensures adherence to quality standards and reviews project deliverables.

Information Technology Project Manager **Delta Corporation - 2009 - 2012**

Responsibilities:

- Designing and developing new projects.
- Revisit and revive old projects in order to complete the project.
- Work with the IT director, to ensure all projects are on budget, and meet the internal customers expectation(s).
- Assigned tasks within the BCS REMEDY system, preparing and presenting assigned briefings to leadership, applying standardized methodologies and .
- Coordinated Retina scans/DISA STIGs with IA personnel/sys admins, and served as the project manager and point of contact for multiple projects.
- Co-Project Manager for \$2.6M 36,000 hour Marketing Loyalty initiative.
- Responsible for all aspects of strategic IT planning and new information systems for F-22 fighter.

Education

BACHELOR OF SCIENCE in COMMUNICATION - (James Madison
University - Harrisonburg, VA)