Junior Project Manager III

ROBERT SMITH

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Objective

5+ years of combined experience in providing a wide range of administration and coordination for team members while acting as team lead. Experience utilizing project management process tools to engage teams and reduce client risk. Ability to interface with team members and external clients within a mid to large multi-location setting. Experience decision maker that exercises sound judgment and discretion when coordinating workflow with other teams.

Skills

Project Management, Project Coordination, Process Improvement, Product Management, Project Planning, Project Administration.

Work Experience

Junior Project Manager III

ABC Corporation - September 2010 – July 2012

- Assisted the project manager in supervising work of team members and tracking overall project progress while monitoring schedules.
- Infrastructured project coordination managed process oriented projects improving speed and accuracy.
- Collaborated to develop project management office methodology and documentation to streamline project submission.
- Managed Vendors and coordinated operational procedures to monitor and manage products.
- Developed project management plans using ms project minitab and sharepoint to track projects status.
- Coordinated technical and enterprise review board meetings and implementation.
- Conducted analysis tracked procurement managed project objectives and scope by meeting with project managers.

Junior Project Manager

ABC Corporation - 2008 – 2010

- 2011, 2012) Monitored project budgets, expenditure, and assisted in preparing estimates for project activities Ensured that the budget accounts were being used accordingly and were reported to senior leadership daily Scheduled and estimated the time required to complete each project in order to meet sponsors deadline.
- Performed regular monitoring visit to project sites to ensure client data were collected and well documented to meet stakeholders requirements.
- Organized and planned meetings with key stakeholders for program development.
- Prepared project status report, lessons learned documents and best practices of different projects.
- Assigned staff to different tasks and provided follow up on routine tasks and deadline.
- Informed Senior Project Managers when resources were behind schedule School Experience.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

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Master's in Project Management - 2014(Keller Graduate School - Alpharetta, GA)

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