Robert Smith

Lead Junior Project Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a Junior Project Manager position in marketing and clerical administration wherein can utilize experience in bilingual communication and administration to effectively further professional development.

WORK EXPERIENCE

Lead Junior Project Manager

ABC Corporation - August 2013 – May 2014

Responsibilities:

- Supported project management team in the delivery of the Veterans Benefits Management System (VBMS); a web-based, electronic claims processing portal created to give VA the ability to process Veterans claims paper-free.
- Attended daily leadership meetings to review and troubleshoot any project/program issues.
- Supported project management and project team members in managing a variety of projects within department.
- Partnered with leadership to identify and achieve project objectives.
- Defined project tasks and resource requirements.
- Communicated and worked directly with clients and customers; documented reports relating to projects.
- Planed, delivered, and secured resources.

Junior Project Manager

Delta Corporation - 2010 – 2013

Responsibilities:

- Managed up to three projects simultaneously throughout the facility from project development to execution in order to increase company efficiency Led .
- Managed the presence of the employer brand for e-sourcing on social networks - Created and designed all the communication of the department .
- Served as a communication node between administration and different teams.
- Coordinated procurement of $500,000 of assets Maintained inventory of mission critical consumables Liaison to foreign corporate partners during .
- Prepare drawings based on submittals using AutoCad Create 3-Dimensional renderings Translate information provided by designers into shop and company .
- Served as Site Superintendent, supervised 20 employees -Prepare and submit job bids for projects that range from [] to [] -Attend the pre-bid .
- Led localization project of Nokia product manuals for Europe, Middle East, and Africa Managed 40+ projects, generated $120K profit with high level of .

SKILLS

New Product Development, Project & Program Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

B.A. in Biology - (George Mason University - Fairfax, VA)

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