

AMELIA MOORE

Program Management Intern

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Resourceful Program Management Intern with two years of experience in optimizing project workflows and enhancing team collaboration. Proven ability to support cross-functional teams, manage project schedules, and drive strategic initiatives. Dedicated to applying analytical skills and effective communication to achieve successful project outcomes in fast-paced environments.

WORK EXPERIENCE

Program Management Intern 📅 Mar / 2024-Ongoing
WidgetWorks Inc. 📍 Denver, CO

1. Assisted the program management team with project coordination and administrative tasks.
2. Reviewed engineering changes and collaborated with PM to communicate updates to customers and suppliers.
3. Created engaging presentations for program management using Excel and PowerPoint.
4. Participated in core team meetings, facilitating discussions with customers and suppliers.
5. Utilized the Faurecia Program Management System to support project tracking and reporting.
6. Monitored project milestones and deliverables, providing updates to the Program Manager.
7. Helped prepare presentations for internal and external leadership, focusing on technical and economic aspects.

Program Management Intern 📅 Mar / 2023-Mar / 2024
Lakeside Apparel Co 📍 Chicago, IL

1. Administered budget changes and transfers for over 80 ongoing programs, ensuring financial accuracy.
2. Managed daily orders from program managers and lead engineers for tooling and testing requirements.
3. Coordinated monthly program review meetings with stakeholders to assess project status and address obstacles.
4. Oversaw the migration of 5 terabytes of data for improved project management efficiency.
5. Communicated effectively with Engineering Teams and Program Managers to facilitate project planning.

EDUCATION

Bachelor of Science in Business Administration 📅 Mar / 2022 - Mar / 2023
University of California 📍 Santa Monica, CA

Focused on project management, operational efficiency, and strategic planning.

SKILLS



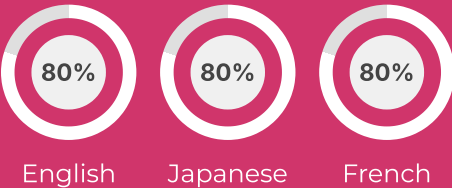
INTERESTS

- 🏠 Home Brewing 🦋 Wildlife Conservation
- 🐾 Running ❤️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
- 🔥 Zeal 💡 Ingenuity

LANGUAGES



ACHIEVEMENTS

- 🌟 Improved project efficiency by 15% through effective timeline management and resource allocation.
- 🌟 Contributed to a successful product launch by coordinating cross-functional team efforts and ensuring timely deliverables.