# ROBERT SMITH

## Sr. Project Manager Intern

**E-mail:** info@qwikresumc.com **Phone: (0123)-456-789**

## SUMMARY

To expand my career as an Energy Engineer in a dynamic work environment.

## SKILLS

Microsoft Office Suite, R, Java, Python, HTML.

## WORK EXPERIENCE

### Sr. Project Manager Intern

ABC Corporation - May 2013 – August 2015

- Facilitated communication between the onsite Foremen and remote Project Manager.
- Conferred with General Contractor to clarify drawings and ensure client needs were met.
- Collaborated with Foremen to coordinate schedules, and compile daily report.
- Developed working knowledge of electrical contracting via research and reading of project drawings.
- Documented procurement of equipment; utilized Excel to streamline acquisition process.
- Trained teammate and worked together to improve efficiency and expand reach.
- Looked at every project from 2000 to present and developed project summaries to provide cost accounting and lessons learned for future projects.

### Project Manager Intern

Delta Corporation - 2010 – 2013

- Leading and presenting projects Providing customer support for applications Liaison between technical experts and customers Testing Script .
- Managed a team of 7 UCSD students whose task is to document UCSD for a platform designed for international students.
- Assisted with stage managing, film producing, and scriptwriting.
- Generated 3 blog entries composed of documentary films, interviews, images, and texts to document UCSD.
- The page earned 10,000 view counts, No.1 in the 7 colleges in AIEC project, and an average rating of 4.8/5 Skills Used I gained the real-world .
- Organize, coordinate, and host project meetings Create and maintain projects in Clarity Manage and distribute allocations among tasks among projects .
- Implemented new inventory system and assisted on various projects.

## SCHOLASTICS

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

- B.S. in Systems Engineering - 2011(School of Engineering and Applied Sciences, University of Virginia - Charlottesville, VA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**