



BENJAMIN LEE

Project Supervisor

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Proactive Project Supervisor with 2 years of experience in managing diverse teams and overseeing project execution. Skilled in streamlining processes, ensuring compliance with safety standards, and delivering projects on time. Focused on fostering collaboration and achieving operational excellence while enhancing client satisfaction through effective communication.

WORK EXPERIENCE

Project Supervisor May / 2024-Ongoing
Blue Sky Innovations Chicago, IL

- 1. Designed layouts for energy management systems, enhancing operational efficiency.
- 2. Created CAD drawings for the installation of energy management solutions.
- 3. Programmed controllers for energy management systems to optimize performance.
- 4. Collaborated with 15-20 contractors to ensure smooth equipment installation.
- 5. Maintained software inventory for a team of 30, ensuring up-to-date resources.
- 6. Developed an Excel-based inventory program for energy management components.
- 7. Participated in a committee to assess and upgrade the department's network connections.

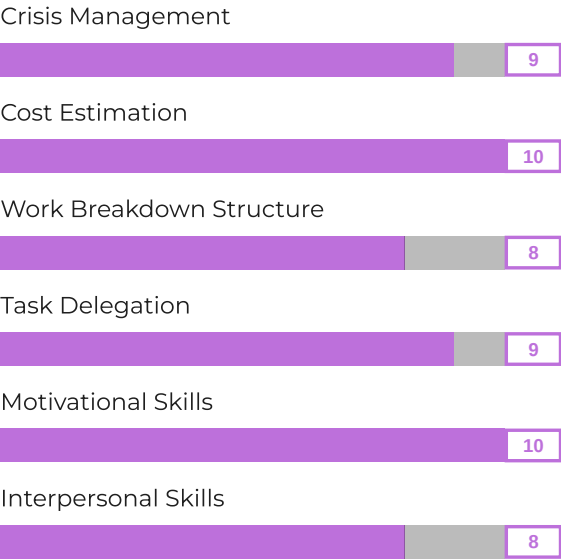
Project Supervisor May / 2023-May / 2024
Lakeside Apparel Co Chicago, IL

- 1. Supervised quality containment and rework services for major automotive clients, including Fiat Chrysler Automobiles.
- 2. Ensured operational compliance with safety standards across multiple teams.
- 3. Trained Team Leaders and Inspectors on project-specific procedures and best practices.
- 4. Conducted parts sorting and assessments to meet production targets efficiently.
- 5. Developed comprehensive work instructions and communicated changes effectively.
- 6. Maintained strong relationships with clients to ensure project alignment and satisfaction.

EDUCATION

Bachelor of Science in Project Management May / 2022 May / 2023
University of Texas Portland, OR
Focused on project planning, execution, and management principles.

SKILLS



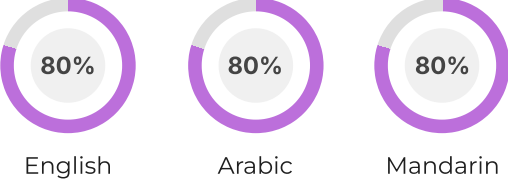
INTERESTS

- Podcasts
- Language Learning
- Dancing
- Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES



ACHIEVEMENTS

- Successfully reduced project completion time by 15% through efficient resource management.
- Achieved a 98% client satisfaction rating by implementing feedback mechanisms.