

BENJAMIN LEE

Project Resource Manager

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PROFESSIONAL SUMMARY

Resource Manager with 7 years of expertise in strategic resource allocation and operational enhancement. Demonstrated success in managing complex projects, optimizing team performance, and cultivating strong stakeholder relationships. Committed to driving efficiency and delivering impactful results across diverse project initiatives.

WORK EXPERIENCE

Project Resource Manager

📅 Feb / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Oversee full life cycle resource management for multiple projects, ensuring optimal allocation and utilization of resources.
2. Manage up to 20 concurrent projects, coordinating with stakeholders to align resources with strategic objectives.
3. Identify, recruit, and onboard top talent to meet project demands, leveraging internal applicant tracking systems.
4. Facilitate regular meetings with project teams to assess progress and address resource needs.
5. Conduct advanced administrative functions, including budget monitoring and reporting on resource utilization.
6. Prepare candidates for client interviews and assess their fit for project roles.
7. Coordinate technical assessments for senior-level candidates to ensure alignment with project requirements.

Resource Manager

📅 Feb / 2018-Feb / 2021

Crescent Moon Design

📍 Portland, OR

1. Conducted comprehensive recruiting efforts, selecting candidates that aligned with client requirements and project needs.
2. Fostered strong client relationships, resulting in a 30% increase in new project opportunities.
3. Managed payroll processes and ensured timely distribution of compensation to employees.
4. Utilized in-depth knowledge of compliance processes to verify employment eligibility and manage documentation.
5. Administered background checks and drug screening processes to maintain project integrity.
6. Successfully recruited and onboarded over 150 candidates during peak hiring seasons, meeting client demands efficiently.

EDUCATION

Bachelor of Science in Business Administration

📅 Feb / 2015-Feb / 2018

University of California

📍 Phoenix, AZ

Focused on project management and resource allocation strategies.

SKILLS

Organizational Skills

Financial Acumen

Reporting Skills

Resource Optimization

ACHIEVEMENTS

- ★ Successfully reduced project delivery time by 20% through effective resource management and process optimization.
- ★ Implemented a new resource tracking system, improving allocation efficiency by 30%.
- ★ Led cross-functional teams in delivering projects within budget and timeline, achieving a 95% satisfaction rating from stakeholders.