

Mike Shaver

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Professional Summary

Experienced and motivated professional with strong leadership, management, and communication skills. Organized and detail-oriented with proven results in project development, problem-solving, and strategic planning. Dedicated and hardworking with initiative, adaptability, and responsibility in fast-paced environments. Recognized for efficiency, collaboration, and success in delivering solutions and improving performance.

Skills

Technical skills include analytics, optimization, process improvement, documentation, and troubleshooting. Strong knowledge in automation, testing, compliance, and regulatory requirements. Creative, resourceful, and innovative with decision-making, multitasking, and time-management expertise. Proficient in client and vendor relationship management, negotiation, reporting, and collaboration with stakeholders.

Work Experience

Senior Project Manager – Global Tech Corp (2019 – Present)

- Supervised, trained, and mentored teams to achieve organizational goals.
- Designed and implemented innovative solutions that improved productivity, growth, and efficiency.
- Coordinated with stakeholders, negotiated vendor contracts, and executed strategies within budget.
- Created, reviewed, and launched multiple projects ensuring compliance and regulatory standards.

Operations Manager – NextGen Solutions (2015 – 2019)

- Responsible for planning, organization, and execution of operational activities.
- Improved customer support and implemented process optimization strategies.
- Conducted research, evaluation, and reporting to ensure quality and performance standards.
- Managed logistics, finance, sales, and inventory while resolving conflicts and maintaining collaboration.

Education

Bachelor of Business Administration – University of Toronto, 2011 – 2015