Dorothy Swanson   
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**Objective:**

Looking for an opportunity to obtain a Project Leader position and use my abilities to create a good working environment in which to grow and thrive.   
  
**Highlights of Qualifications:**  
  
Extensive experience in a project environment and working as part of a large multi-skilled project team   
In depth knowledge of e-commerce   
Huge knowledge of budgets and deliver project within budget constraints   
Excellent Technical & Communications skills   
Excellent planning and control skills   
Ability to in use of all test equipment and troubleshooting of infrastructure   
Ability to plan, organize, monitor, and control projects using appropriate tools and techniques   
Ability to gathers data, performs analysis, draws conclusions, and presents findings   
Ability to manage, teach and mentor employees   
  
**Professional Experience:**   
  
Project Leader, August 2005 - Present   
Capgemeni, Huntington, NY   
  
Handled client’s enquiries in Transmission and Distribution.   
Reported potential contract risks.   
Ensured contract made is in compliance to client’s requirements and claims.   
Assured consultative analysis and functional requirements are completed and document deliveries are met.   
Tracked and monitored projects against time, effort and cost.   
Managed project team resources and external vendor resources.   
  
Project Leader, May 2000 – July 2005   
Tesla Motors, Freemont, CA   
  
Overseen project scope, resource requirements, budget, timeline, deliverables and milestones.   
Managed risk throughout the project life cycle and made contingency plans to manage issues that pose risk to budget, time delivery and functionality.   
Ensured integration of projects and adjust project scope, timing and budgets, based on the needs of the customers.   
Identified and managed linkages and dependencies between projects.   
Prioritized the portfolio of Finance related projects and project phases.   
Provided guidance through all phases of the project life cycle.   
  
**Education:**   
  
Bachelor's Degree In Engineering, University of California - Irvine, Irvine, CA