



# Kariann White, MBA

## Collaborative Project Manager

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Collaborative Project Manager with 7+ years of experience. Skilled at preparing clear budget estimates and pinpointing the best ways to avoid cost overruns. Experience using software and cloud-based applications to track projects and control costs. Project Management Professional (PMP). Master of Business Administration.

## Professional Experience

July 2015 - Present

### Construction Project Manager

 Smithson Development Company, Los Angeles, CA

- Oversee construction projects worth \$3M on average
- Coordinate internal resources and outside consultants to ensure timely project completion
- Manage any changes to project scope, schedule, and budget
- Forge strong relationships with clients, vendors, and other stakeholders

#### Highlight:

- Established new system for separate tracking of project next steps and client appointments. Measure led to better internal communications and a more seamless customer experience

May 2013 - July 2015

### Project Manager Assistant

 Lee Consulting Company, Pasadena, CA

- Delivered proposals, answered client calls and reviewed invoices
- Responded to RFPs by gathering estimates and other documentation
- Ordered and routed project materials to the appropriate manager
- Entered project expenses into accounting system

## Education

July 2011 - September 2015

### Master in Business Administration

 University of California, Berkeley

June 2007 - March 2011

### Bachelor in Computer Science

 Caltech, Pasadena, CA

## Key Skills



Budgeting & Cost Accounting  
Client Relations Management  
Stakeholder Relations Management  
Work Planning & Scheduling

## Certifications

May 2015

### Certified Associate in Project Management

 (Certified Associate in Project Management)