

# MINDY CASTELLO

New York City, New York 10001 • (555) 555-1234 • mindycastello@email.com •  
linkedin.com/in/mindy-castello

## PROJECT MANAGER

Excellence-driven professional with 25+ years' experience increasing efficiency, productivity, and revenue while effectively managing projects of all sizes. With a keen eye for detail and a disciplined approach to execution, excels at driving projects through to completion based on milestones and top-notch communication.

Project Management | Resource Coordination | Process Improvement | Strategic Planning Vendor Relationship Management | Contract Negotiations | Procurement & Purchasing | Reporting Cross-Functional Leadership | Team Building | People Management | Complex Communications | Windows | MS Office (Word, Excel, Outlook, PowerPoint, Access) | OneNote | MS SharePoint | Lync | EBuy | Concur | Catalyst | Accenture | Kronos | TMS | InfoServe | Adobe CS | Plan Grid | BlueBeam | CORE

## WORK EXPERIENCE

### **Smith Agency, New York City, NY • Project Manager - Office • (09/2019) - Present**

Drive development, implementation, training, and support of the enterprise project management methodology. Lead large cross functional teams in the deployment of enterprise-wide projects and programs. Direct multiple projects as project manager, leading a team of internal staff and external vendors in delivering business solutions.

- Create project plans to fit stakeholder and customer needs and deliver with-in budget on desired outcomes; full accountability for project results
- Define project roles and responsibilities in close collaboration with the Customer, including project scope and objectives to ensure a cross-functional understanding amongst project members
- Perform project tracking through clear and concise status reports and time management reports; proactively identify potential issues and track project member progress against commitments
- Learn from recent projects to identify and recommend improvements, cost saving initiatives, and substitutions to positively impact current and future project budget or schedule

### **Chairs, Chairs, Chairs, Inc., New York City, NY • Senior Project Manager • (10/2017 - 08/2019)**

Led project management on commercial furniture installation and design projects for key accounts. Engaged directly with clients to define scope and requirements, identify risks/issues, and offer effective solutions.

- Designed and articulated the all-encompassing strategy for clients with the aim to deliver realized results