

# Liam Tomlinson

Expert at assigning and delegating tasks, completing projects under budget and before deadline. Exceeds clients' expectations and improves employee satisfaction.

Rochester, NY

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## SKILLS

Organization



Scheduling



Stress Management



Project Execution



Detail-Oriented



Flexibility



Communication



## HOBBIES

Running

Karaoke

Cosplay

Tennis

## EDUCATION

### University of Washington

Seattle, WA

1988 – 1992

Business Management

GPA: 3.8/4.0

## CERTIFICATIONS

Certified Associate of Project Management (CAPM)  
2020

The Program Management Professional (PgMP)  
2019

The Project Management Professional (PMP)

## WORK EXPERIENCE

### Senior Project Manager, Vinte

Rochester, NY • January 2009 – Present

- Oversaw 300+ employees for the completion of over 7 projects
- Facilitated the execution of 3 year-long projects
- Budgeted Project Beta across a three month period, making allowances for unexpected expenses
- Implemented policies for project completion and employee responsibilities
- Scheduled deadlines for overall project and its individual tasks
- Motivated and directed 300 employees over the course of three months to complete the aerospace project
- Analyzed quarterly financial data and risk projections
- Defined the project's goal and created a plan to track progress
- Monitored the progress of Project X by implementing employee incentives and scheduling
- Listened to clients' needs and collaborated with team to factor the needs into the goal plan
- Drafted the team charter to state team goals and responsibilities
- Delegated tasks to competent and knowledgeable employees
- Coordinated ideas of team members and factored them into the project's plan
- Executed 3 in-depth projects that arrived on-time and under budget by 13%

### Junior Project Manager, Stamm-Pfannerstill

Colombus, OH • January 1998 – December 2008

- Defined scope and goals of new projects
- Developed metrics used to define goals and project completion
- Led brainstorming meetings for new initiatives
- Identified risk levels in new projects
- Reviewed marketing plans for completed assignments
- Set clear expectations and directions for staff
- Kept employees on track with assigned responsibilities
- Created network diagrams that show the deliverables of a project and the order of completion
- Lead kickoff meetings and brainstorming sessions for Project Y
- Ensured that contracts are paid, rented equipment is returned, and files are in order after project's completion

### Assistant Project Manager, Brainlounge

Seattle, WA • June 1992 – December 1997

- Prepared financial and progress reports
- Created PowerPoint presentations for project meetings
- Coordinated employees' schedules and assigned them respective tasks
- Created monthly progress reports and communicated results to appropriate staff and managers
- Organized meetings for employees and congratulated them on their successes
- Coordinated with clients to factor in their expectations and needs
- Estimated costs of launching the new green product and factored in risks
- Kept project's clients informed, solicited their feedback, and managed changing expectations