

Project Manager Sample

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PROJECT MANAGEMENT

Reputation for seamlessly creating, organizing and implementing strategic business plans while exceeding corporate objectives. Expertise in forging and building partnerships with professionals at all levels, boards of directors, volunteers and community members. Keys to business success are delivering comprehensive marketing plans to corporate, non-profit and government organizations. Decision-maker with excellence in communication, research and creative problem-solving. Background in the technology industry. Microsoft Office: Word, Excel.

AREAS OF EXPERTISE

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|----------------------------------|---------------------------------------|
| • Program Management | • Vendor Negotiation |
| • Budget Planning Administration | • Development |
| • Tactical Strategic Planning | • Market Research/Product Positioning |
| • Resource Management | • Training/Presentations |

OUTSTANDING ACCOMPLISHMENTS

Project Management

- Directed and trained team of 30 to achieve monthly sales of \$300,000 in first year of operations for regional start-up division
- Developed business plans, including expertise in product positioning and secured contracts with major hardware manufacturers; (IBM, Sun Microsystems, Zenith Data Systems, Compaq Computer Corp., Hewlett Packard and NEC Information Systems)
- Negotiated and secured vendor letters of supply for GSA schedules; key decision-maker on selection of products and vendors
- Managed all financial components for government purchasing contracts
- Conducted organizational research for project focused on defining business processes across pharmaceutical, financial, telecom and information technology industries

Marketing Management

- Directed all marketing functions including \$1M+ promotional budget resulting in product revenue growth of 700%
- Partnered with marketing team to develop and launch successful comprehensive marketing plan from inception to completion for Desktop IV, a \$500M contract
- Designed incentive sales programs and innovative advertising campaigns
- Created and implemented most successful marketing plan for regional orchestra through corporate underwriting, increased membership and community relations

Development/Special Events

Projects: Increased funds for non-profit organizations; planned and implemented fundraisers for 200+ sponsors

- Altrusa, Treasurer
- Moving Arts, Inc., Fauquier Hospital Follies, Board-member, President and Secretary
- American Cancer Society, Chair/Co-Chair
- Fauquier Community Theatre, Board-member and Production Assistant
- St Johns Outreach Program, Community Liaison