

# PROJECT MANAGER RESUME SAMPLE

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## CAREER OBJECTIVE

Project Manager with 2+ years of experience managing multi-million dollar construction projects, coordinating a team of 90+ subcontractors, and performing budget allocation and analysis. PMI Agile Certified Practitioner aiming to apply my experience and expertise as [Company Name]'s newest project manager. Possess a B.A. in Construction Management and knowledge of BIM Software, AutoCAD, and Revit.

## PROFESSIONAL EXPERIENCE

September 2020–Present | Angel Builders, Cambridge, MA

### PROJECT MANAGER

- Manage project budget of \$2M+ and ensure company obtains the best possible pricing; determine and minimize risk in buyout processes, reducing costs by 8% annually
- Oversee and analyze prime project buyout of \$3 million, accounting for savings and contingencies
- Write and distribute bid packages amounting to 8% of total production costs that clearly define the scope and provisions of potential contracts
- Ensure that the project team understands all aspects of the prime contract relating to their respective responsibilities, and demonstrate a thorough understanding of the prime contract checklist and organizational structure
- Negotiate, analyze, and prepare order agreements, subcontracts, and cost control budgets

May 2017–August 2020 | Iron Fit Gym, Cambridge, MA

### ASSISTANT MANAGER

- Managed, directed, and prioritized gym operational budget of \$250,000, staying within budget
- Overhauled sales process and systems to achieve revenue goals, hitting targets of 17% revenue increase annually
- Worked to provide strategic, operational, and fiscal leadership while working to reach the company's long-term goals and maintain organizational vision
- Directed the hiring, training, and scheduling of all gym-level associates by an intermediary, totaling 80+

 (212) 256-1414

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 linkedin.com/in/yourprofile/

## EDUCATION

### PMI AGILE CERTIFIED PRACTITIONER

*Certified: April 2, 2022 (Online Course)*

### B.A. CONSTRUCTION MANAGEMENT

*Tufts University,  
Medford, MA, 2017*

## AWARDS

### PROJECT MANAGER OF THE YEAR

*Angel Builders 2021*

## RELEVANT SKILLS

- Proficient in Fieldwire, JOBPROGRESS, and Buildertrend
- Risk management
- Financial management
- Inventory planning
- Budgeting and forecasting
- Negotiation
- Team leadership
- Familiarity with database information flow/costing software (CMIC)