

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 within 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