

First Last

Entry Level Project Manager

WORK EXPERIENCE

Resume Worded, New York, NY

Entry Level Project Manager

01/2015 – Present

- Empowered management to evaluate software development efficiency via a 20-page PowerPoint deck.
- Assisted in developing a resource management spreadsheet to manage 170+ project personnel globally.
- Conducted monthly status meetings with 560+ clients to track implementation and project milestones.
- Forecasted capacity constraints and provided transparency on resource utilization for up to 30+ weeks.

Growthsi, San Francisco, CA

Junior Business Analyst

06/2010 – 12/2014

- Resolved data communication problems between Growthsi main server and 120+ workstations within an 11-mile radius.
- Assisted in creating test plans for a \$700K executive information system that was tested within 11 weeks of release.

VOLUNTEERING ACTIVITIES AND EXTRACURRICULARS

Resume Worded's Business Society, New York, NY

Healthcare Project Coordinator

06/2009 – 04/2010

- Created a system to track 10K customer records, which increased data entry efficiency by 79%.
- Designed action items and detailed meeting agendas for a 20-person team involved in capital-intensive projects.

PROJECTS

Reinventing Project Management

05/2009

- Established that multiple capital projects with budgets below \$100K can be delivered on time.
- Designed a mentorship program that boosts the productivity of project management professionals by 89%

Optimizing Man Hours and Annual Yield

04/2009

- Discovered that onsite testing of software products under development yields \$10K savings annually.
- Created innovative documentation procedures that save 24 person-hours monthly for large organizations.

CONTACT

- Manchester, NH (Open to Remote)
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SKILLS

Hard Skills:

- Business Analysis (Advanced)
- Project Scheduling (Experienced)
- Business Case Writing
- Inventory Management
- Project Planning

Techniques:

- Business Development
- Cost Control
- Negotiation

Methodologies:

- Prince2
- Waterfall
- CCPM
- PRISM
- Kanban

- Don't forget to use [Resume Worded](#) to scan your resume before you send it off (it's free and proven to get you more jobs)

EDUCATION

Resume Worded University

Associate of Science

Business Administration

Boston, MA — 05/2010

Awards: Resume Worded Teaching Fellow (only 5 awarded to class), Dean's List 2012 (Top 10%)

OTHER

- Associate in Project Management
- Certified Project Manager (CPM).
- BVOP Certified Project Manager