



## Personal Details:

Name: First Last Contact Information: - City: Cambridge - Country: United Kingdom - Phone: +44 1234567890 - Email: first.last@gmail.com

## Personal Summary

## Matthew's Revised Resume \*\*Personal Summary\*\* Dedicated Project Manager with expertise in strategic planning, procurement, and project planning seeks a role in a fast-growing company. Through analysis and collaboration, Matthew has achieved success in optimizing departmental performance, streamlining workflows, and reducing human errors to boost company-wide productivity. He is a Certified ScrumMaster with a Bachelor of Science in Applied Statistics, providing a strong foundation for understanding data-driven insights and implementing informed decisions. \*\*Work Experience\*\* Resume Worded, London, United Kingdom | Project Manager | Present - Improved customer service ratings to 4.5/5 basis points through initiating new customer service guidelines - Renegotiated pricing with old suppliers, reviewing purchasing activity to receive an 11.5% discount on all items - Coordinated the review and submission of 20+ project-related documents Polyhire, London, United Kingdom | Business Analyst | 2021-2021 - Implemented a change control process to improve the efficiency of the production workflow procedure, slashing human errors by 85% YoY - Created and maintained an enterprise-wide financial data warehouse for 10+ branch offices across 12 countries - Developed value-added business strategies and comprehensive rebranding that increased revenue by 77% - Initiated Total Quality Control improvement in the supply chain department, boosting productivity by 45% company-wide Growthsi, London, United Kingdom & Barcelona, Spain | Key Account Executive | 2018-2019 - Championed business pitches that earned the company \$220K in Q1 2019 - Increased online sales within 60 days of employment, while decreasing customer acquisition costs by 73% - Nurtured relationships with 20 High-Net-Worth Individuals (HNIs) and created plans that surpassed 34.5% of their objectives \*\*Previous Experience\*\* Project Management Specialist, ABC Company, London, UK | Operations Officer, XYZ Company, New York, USA | Project Estimator (Intern), ABC, New York, USA 06/2017-10/2018 | 01/2016-05/2017 | 07/2014-12/2015 \*\*Skills\*\* Hard Skills: - Strategic Planning - Procurement - Project Planning - Negotiation - Agile - Scrum Techniques: - Team Leadership - Stakeholder Management - Contract Negotiation Tools and Software: - Jira - Trello - Basecamp - Microsoft Excel Languages: - English (Native) - Romanian (Native) - Spanish (Conversational) \*\*Education\*\* University of New York, Bachelor of Science in Applied Statistics | New York City, New York | 10/2011-06/2014 \*\*Other\*\* - Certified ScrumMaster (CSM) - Project Management Professional (PMP) ## I hope this refined resume highlights your relevant skills and experience well for the job description. Let me know if you would like me to make any further adjustments.

## Experience:

First Last CONTACT: • Cambridge, United Kingdom • +44 1234567890 • first.last@gmail.com WORK EXPERIENCE: Resume Worded, London, United Kingdom Education technology startup with 50+ employees and \$100m+ annual revenue Project Manager 08/2021 - Present - Initiated new customer service guidelines by spearheading a campaign to improve customer service ratings to 4.5 out of 5.0 basis points - Renegotiated pricing with 120+ old suppliers by reviewing purchasing activity for office supplies; received an 11.5% discount on all items - Coordinated contract review and submission, Request for Information (RFI), and 20+ other project-related documents - Implemented time management and productivity systems, optimised 80% of inter-departmental performance Polyhire, London, United Kingdom NYSE-listed recruitment and employer branding company Business Analyst 10/2019 - 07/2021 - Implemented a change control process to improve the efficiency of the production workflow procedure, slashing 85% of human errors committed by Y.Y. Created and maintained an enterprise-wide