



Personal Details:

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

Personal Summary

Personal Summary Experienced Project Manager with a demonstrated history of working in the information technology and services industry. Skilled in project planning, procurement, negotiation, agile, scrum, strategic planning, and stakeholder management. Strong operations background with expertise in optimizing inter-departmental performance. Here is a brief summary from this resume detailing your experience and skills: - Initiated new customer service guidelines, improving customer ratings to 4.5 out of 5 basis points - Renegotiated pricing with suppliers, receiving an 11.5% discount on office supplies - Implemented time management and productivity systems, optimizing inter-departmental performance by 80% - Developed business strategies that increased revenue by 77%

Experience:

First Last **Contact Information** - Email: first.last@gmail.com - Phone: +44 1234567890 **Education** - Bachelor of Science in Applied Statistics, University of New York, New York City, USA (2011-2014) **Certifications** - Certified ScrumMaster (CSM) - Project Management Professional (PMP) **Skills** - Strategic Planning - Procurement - Project Planning - Negotiation - Agile - Scrum - Team Leadership - Stakeholder Management - Contract Negotiation - Jira - Trello - Basecamp - Microsoft Excel - English (Native) - Romanian (Native) - Spanish (Conversational) **Work Experience** **Project Manager** Initiated new customer service guidelines, improving 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, optimizing 80% of inter-departmental performance. - Polyhire, London, United Kingdom, August 2021 - Present **Business Analyst** - Implementation of a change control process improved efficiency in the production workflow procedure, reducing 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, October 2019 - July 2021 **Key Account Executive** - Championed business pitches that earned the company \$220K in Q1 2019, a significant improvement over previous years. - 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 and maximised profit margins. - Identified prospects to enhance the company's e-website performance, improving clickstream data, social media activity, and conversion rates by 75% YoY. - Growthsi, London, United Kingdom & Barcelona, Spain, November 2018 - September 2019 **Project Management Specialist** - ABC Company, London, UK, June 2017 - October 2018 - Operations Officer- XYZ Company, New York, USA, July 2014 - December 2015

Education

Recent Education First - University of New York, Bachelor of Science in Applied Statistics from New York City, New York, 2011-2014. ## Previous Education - Project Management Professional (PMP)

Skills:

1. Agile 2. Scrum 3. Strategic Planning 4. Project Planning 5. Procurement 6. Negotiation 7.