

Robert Smith

Lead Business Project Manager

PERSONAL STATEMENT

Diverse business professional who responds to shifting business needs and priorities in a systematic and Effective way. Excels at implementing project management functions, sales, market research and analytical skills for businesses of all sizes. Highly analytical, deadline-driven and quality-focused individual committed to approaching administrative tasks with tenacity and attention to detail.

WORK EXPERIENCE

Lead Business Project Manager

ABC Corporation - February 2014 - September 2015

Responsibilities:

- Monitored the progress of project, deliverables and ensured quality and standards were met.
- Responsible for tracking, resolving and handling of risk that may occur during the course of the project.
- Diligently engaged in project initiation, scope definition and launch new project lines.
- Managed product execution, perform quality assurance & information distribution across the organization.
- Ensured that the project sponsors, expectation and scopes are clearly defined.
- Responsible for maintaining and updating all baseline requirement documents in project repository.
- Assisted product owners with release planning, product backlog and product refinement.

Business Project Manager

Delta Corporation - 2009 - 2014

Responsibilities:

- Responsible for end-to-end coordination, ensuring the requirement, needs, goals and expectations were met.
- Planned, Executed and finalized project according to scheduled deadlines within budget while meeting or exceeding projected business needs and benefits.
- As a project manager provided guidance to project teams, which support field operations and develop and implement best practices.
- Generated over \$10M revenue in less than 5 years working with small businesses.
- Trained 10+ business leaders on how to expand and transition to online exposure using social media and ecommerce.
- Created Training and Education materials, conducted seminars on entrepreneurship and success in building asset based online community of clients and owners.
- Created audio visual course materials and a business system for future growth and advancement of the company.

CONTACT DETAILS

1737 Marshville Road,
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www.qwikresume.com

SKILLS

Six Sigma Technologies,
Time Management , Cost
Management, Human
Resources, Gap Analysis,
Fiscal Budgeting.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

MBA in Business Analysis and Valuation Using Financial Statements -
(University of Bolton - Bolton)