

Robert Smith

Associate Project Management Intern

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SUMMARY

Dedicated, resourceful, and results-driven individual with outstanding financial and investment expertise gained through the studies in Finance as well as a professional background in commercial investment advising and analysis.

SKILLS

Excel, Real Estate, Financial Analysis, Bloomberg, Powerpoint, Financial Modeling, Finance, Research, Leadership Development, Communications, Market Research, Asset Management.

WORK EXPERIENCE

Associate Project Management Intern

ABC Corporation - March 2015 - December 2015

- Partner with senior staff to create innovative marketing strategies and campaigns.
- Take a lead role in developing and publishing reports, dashboards, and presentations that track and analyze the impact of our marketing efforts on key metrics.
- Work with the client to understand their needs in order to create a project plan containing objectives, timeline, priorities, and risks.
- Make telephone calls and in-person visits and presentations to existing and prospective customers.
- Develop clear and effective written proposals/quotations for current and prospective customers.
- Building and managing social media content library and schedule.
- Constantly explore, recommend, use and optimize communication methods, vehicles and technologies to engage with various audiences.

Project Management Intern

ABC Corporation - 2013 - 2015

- Assisted in managing a \$200 million project in Salt Lake City as part of a plant expansion for HollyFrontier Oil Refining Corporation.
- Lauren is an Engineering & Construction firm with over 1,500 employees and over \$300 million in revenues.
- Vendor Expediting Management - Coordinated with external subcontractors to acquire engineering drawings, expedite equipment fabrication, and obtain other pertinent information to the project.
- Line List Quality Control- Examined P&IDs and PFDs to issue Line List Purchase Orders
- Document Control - Managed an Engineering Transmittal Document Library consisting of approximately 16,000 documents for the project.
- Primavera P6 Schedule Analysis - Analyzed Primavera project schedules to identify key project dates to issue requisitions.
- Scope of Work Administration - Wrote and edited change orders issued to the client in cases of a change in the scope of work to be conducted in the project.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Diploma- August 2013(College of Business Professional Mentoring Program)