

Robert Smith

Assistant Project Team Lead I

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

45 WPM, Excellent
Customer Service , Multi-
tasker, Fast Learner,
Microsoft Word, Excel,
Outlook and PowerPoint.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Senior Business/Technology Project Manager and Certified ScrumMaster with broad 25 year experience, strong leadership skills and successful 20+ year track record of IT Project and Program management grounded by multiple years in technical roles. Deep experience with broad based technology and business process deployments.

WORK EXPERIENCE

Assistant Project Team Lead I **ABC Corporation - 2009 - 2013**

Responsibilities:

- Ensured sufficient manpower levels are maintained.
- Oversaw daily workflow of area and staff.
- Oversaw and administrated responsibilities, project logs, overage logs, labor time-sheets, roll out paperwork, and location changes.
- Assisted in selection, evaluation, training and personal growth of the department.
- Actively participated and run scheduled meetings and functions.
- Worked with AM/Salesperson/Customer/other team members with questions and coordinate meetings to solve questions/issues.
- Crossed train, educated and mentor co-workers so they are effective partners in exceeding customer service.

Project Team Lead **Delta Corporation - 2007 - 2009**

Responsibilities:

- Lead all fabrication, testing, and research activities Perform top level activities including developing gantt charts, delegating tasks to sub-leads, .
- nd place winner of 50 teams Delegate tasks efficiently to component leads (electrical, mechanical, controls) Develop and test final design (CAD model,.
- Led a team that is responsible for reliable voice and data connectivity between the field offices and remote camps.
- Prepared weekly project status reports Worked closely with system administrators for building and maintaining IT infrastructure at HQ and remote sites.
- Trained employees on Citrix and other systems.
- Provided technical support.
- My duties include leading the project team and coordinating all matters related to project content, ensuring the effective preparation and delivery .

Education

BS- 1996(Orrick High School - Orrick, MO)

