

Assistant Project Management Intern

ROBERT SMITH

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Objective

Motivated, charismatic young professional with a successful track record of mastering administrative and logistical tasks. Able to quickly develop an understanding of process and procedure and identify opportunities for improvement. Experienced in learning and utilizing new technology.

Skills

MS Office, Excel, SQL, J2EE, Web Services, Project Management, Business Analysis, Incident Management, Requirements Analysis.

Work Experience

Assistant Project Management Intern

ABC Corporation - June 2009 – July 2009

- Mentor and lead a team of developers to create powerful and customized solutions for our clients.
- Performed bid follow-up by developing spreadsheets to track receipt and submission of subcontractor bids.
- Responsible for developing the summary of costs which organized and compiled from subcontractors submissions.
- Responsible for distribution of company bids, attending customer bid evaluation meetings and summarizing the results of competitive bidding by all companies.
- Created a web located blueprints for subcontractor access and assisted them in gaining access.
- Maintained the up to date list of acceptable subcontractors used for projects.
- Conducted site visits to ascertain any unresolved issues and facilitated solutions to the problems.

Project Management Intern

ABC Corporation - 2005 – 2009

- U.S.
- Social Impact.
- Edited and generated content for newsletters and educational resources.
- Conducted research and facilitated distribution for educational resources.
- Gained understanding of formative research and content development processes for educational media.
- Edited video and Powerpoint projects for internal and external presentations.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master's in Project Management - (Missouri State University - Springfield, MO)