

# ROBERT SMITH

## Project Manager/Product Development

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Energetic and dedicated Project Manager, Product Development. Managed multiple projects simultaneously to organizationally defined success criteria, on time and within budget. Project-focused, customer service-oriented leader. Known for strong analytical skills and collaboration with diverse teams. Exhibits strong dedication to being productive and a passion to learn. Excellent communication and management skills led to working on a variety of projects throughout multiple states. Able to manage and balance multiple projects and able to communicate needs with employees and management.

### CORE COMPETENCIES

Project Management, Quality Assurance, Testing, Agile/scrum, Customer Relations Building, OEM And ODM Product Design, CCTV/CATV, Six Sigma, Sales Support, IP Network Management & Support Analysis

### PROFESSIONAL EXPERIENCE

#### Project Manager/Product Development

**ABC Corporation - August 2015 – Present**

##### Key Deliverables:

- Managing between 4 - 6 projects ranging from firmware and hardware developments.
- Managing projects through tollgate reviews and ensuring that product quality and customer satisfaction is 1.
- Working with the sales reps and customers to make sure that each product encompasses the customers requirements.
- Responsible for working with product management and sales to define project requirements, generating project documentation and driving the review/approvals of project plans.
- Supporting hardware and firmware engineering teams on both a project management and technical level programs.
- Acted as the project liaison between econolites strategic partners for co-engineered projects for rebranding.
- Serving as a proactive customer service & quality ambassador of the company.

#### Project Manager / Engineering

**ABC Corporation - September 2013 – December 2014**

##### Key Deliverables:

- Kept client and internal stakeholders informed of project progress. Lead client and internal project team meetings.

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- Ensured all project documentation is created, reviewed, and maintained to the company's standards.
- Prepared reports for clients and the management regarding the status of projects and address issues/concerns when appropriate.
- Owned and executed the project according to the Methodology with mindfulness of any SOW's contractual obligation.
- Maintained project budget by setting expectations with team and client on budget availability, raised hand when the budget is at risk and proactively propose next steps to manage budget risk.
- Ensured that the team understands the tasks associated with the project, when they need to be accomplished, and level of effort.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

BS in Information Technology - January 1997(National University - San Diego, CA)40 Hours Computer Science Coursework - 1975(University System Of Georgia - Atlanta, GA)Psychology - (Golden West College - Huntington Beach, CA)

