

# ROBERT SMITH

## Project/Contract Project Manager

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

### SUMMARY

Accomplished and integrity-driven Project/Contract Project Manager offering over 3 years of experience on the Pharmaceutical and Biotechnology/Medical Device business with success on national and international levels with comprehensive small and large scale management and engineering experience in diversified projects. Strong background in Managing/Leading/Mentoring Capital Projects, cross-functional teams, program development and quality assurance with an outstanding history of managing projects from initial conception, through development, to implementation. Unexcelled record of bringing mission-critical projects in on schedule and within budget.

### CORE COMPETENCIES

Management, Training & Development, Human Resources, Production Management, Territory Management, Distribution, WMS, Sales

### PROFESSIONAL EXPERIENCE

#### Project/Contract Project Manager

ABC Corporation - January 2015 – January 2016

##### Key Deliverables:

- Responsible for the procurement of all facilities, utilities, stability and process equipment.
- Responsible for the selection and contract negotiation of all vendors, designers, and general contractors.
- Managed project team 8 (Project Engineers, Advanced Manufacturing Engineers, Process Engineer, Automation/Controls Engineers, Validation Engineers, and Quality Engineers) team members and other support areas.
- In charge of the generation and approval of all project documentation, execution, and implementation.
- Managed facilities and utility shutdowns and maintenance activities impacting project.
- Conceived and implemented new operating procedures for the printing department to improve workflow and communication between several locations.
- Evaluated data and conducted ROI analyses to measure the success of programs.

#### Project Engineer III/Site Sr. Validation Engineer

ABC Corporation - January 2012 – December 2014

##### Key Deliverables:

- Attended and documented project meetings. Set up and maintained an electronic filing system.
- Updated and maintained all sets of drawings, specifications, and logs. Assisted with preparation of CPM schedules.
- Assisted with updating and maintaining master CPM schedule.
- Evaluated and understood basic construction means and methods.

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- Maintained a site-specific safety plan and pre-task planning process, including audits, meeting, training, etc.
- Distributed all documents to subcontractors and maintain document logs.
- Evaluated field problems and document PCI&rsquo;s.

### EDUCATION

- B.S. in Sciences - 2011 (Colegio Mayaguez - Mayaguez, PR)Bachelor Of Science (B.S.) in Electrical And Electronics Engineering - 2000(University Of Tabriz - Tehran)Associates Of Science in Business Administration - (Alameda University)