

ROBERT SMITH

Jr. Business Project Manager

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

SUMMARY

With extensive experience in civil engineering project management from preliminary design stage to final project implementation and track record maintaining the highest quality, Seeking a project management position with engineering involvement where could continue career while assisting in achieving strategic goals.

CORE COMPETENCIES

Project Management, Pavement Marking, Quantity and Cost Estimating.

PROFESSIONAL EXPERIENCE

Jr. Business Project Manager

ABC Corporation - March 2015 – September 2016

Key Deliverables:

- Responsible for comprehensive assessments, supply linkages to a variety of resources, planning, monitoring, crisis intervention, supportive counseling, and coordination with other team members.
- Performed comprehensive intake assessments and complete all necessary documentation duties.
- Worked with providers, the health care team, and the community.
- Developed relationships and collaborated with appropriate community resources.
- Primary business manager on several large subcontracts related to a larger space based system.
- Managed vendor selection and rfp process, including authoring of statement of work and specification.
- Directed system rewrites of applications on multiple servers to comply with required global logon standards across all platforms.

Business Project Manager

Delta Corporation - 2013 – 2015

Key Deliverables:

- Managed the Default Operations for operational support.
- Responsible for full integration and implementation of servicing standards as required.
- Managed operations of the Hardest Hit Fund Program.
- Funded foreclosure prevention program designed to target homeowners in areas.
- Managed all Request for Quotes (RFQs) with intimate customer interaction and feedback.
- Reported key project metrics to the internal team to minimize schedule and revenue delays, ultimately improving on-time delivery of projects by 20%.
- Created and presented weekly dashboard and QBR reports to management team.

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EDUCATION

- communication - (Saginaw valley state university - Saginaw, MI)