

Robert Smith

Asst. Business Project Manager

PERSONAL STATEMENT

Currently a Project Planning & Delivery Manager, previously performed as a Project Manager, and as a Consultant with the team providing support to hotel owners and operators with proven track record of achieving results, championing change, and great work ethic.

WORK EXPERIENCE

Asst. Business Project Manager **ABC Corporation - 2005 - 2008**

Responsibilities:

- Initiated, planned, and executed a financial repository web base upgrade project.
- Managed the day to day work of cross functional teams and other lines of businesses to achieve project goals by leading and participating in all phases of the project life cycle.
- Managed Bank Wide Merger Event that included the migrations of 7233 clients which included 11,888 lockbox accounts from an old legacy platform on to a new upgraded platform.
- Managed the migrations of accelerated clients request.
- Included project scope management, project time management, project communications management, project risk management and project closure management.
- Coordinated and executed an Implementation Command Center for a Bank wide Merger Event.
- Served as Implementation Deployment Manager.

Business Project Manager **Delta Corporation - 2005 - 2006**

Responsibilities:

- Included creation of implementation project plan, command center guide, shift schedule, incident management approach, Inter-client communication approach, command center closure approach and post implementation management.
- Planned, scheduled, directed and managed field accounting, administrative activities and personnel.
- Supported multiple projects for administration, contract management and financial reporting.
- Ensured company policies, procedures and standards were current and in compliance.
- Set up and transitioned newly awarded projects.
- Managed clinical, call center, and pharmacy network business projects, including operational improvements and ongoing operations for company call.
- Lead successful commercial negotiations and technical implementation for app Store.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Project Management,
Microsoft Office, Risk
Analysis, Mortgage
Servicing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

B.S. in Business - (Kentucky State University - Frankfort, KY)