

Robert Smith

Assistant Project Manager/ Estimator

CONTACT DETAILS

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

PERSONAL STATEMENT

Assistant Project Manager/ Estimator with over six-plus years of success in building high-performance teams, managing multiple simultaneous projects/programs ahead of schedule, and establishing world-class operations. Accomplished in developing and implementing best practices, processes, and procedures that drive performance, productivity, and quality improvements. Practiced leading multiple simultaneous projects leveraging proven project management tools and methodologies (PMBOK, PMI, Agile) to ensure quality and adherence to budgets, timelines, and expectations.

WORK EXPERIENCE

Assistant Project Manager/ Estimator **ABC Corporation - June 2013 - Present**

Responsibilities:

- Charged to leverage lean manufacturing, project management and maintenance experience to lead and ensure the delivery of quality solutions, adhering to budgets, timelines and requirements.
- Leveraged the proven project management methodologies and body of knowledge from PMBOK 5th edition.
- Charged to improve maintenance performance and scheduling as the result of identified deficiencies in audit and escalating costs and downtime.
- Performed root-cause analysis and identified the need for improved and more frequent quality assurance, corrosion control, proper lubrication handling, and storage.
- Benchmarked with other sites and created new Standard Operating Procedures (SOP) for maintenance scheduling including detailing multi-phase project plan in MS Project, process flow and vendor engagement.
- Created a gantt chart as a visual aid for the maintenance department to indicate major maintenance shutdowns and flow of work by an individual.
- Led planning and analysis project to build an equipment road map for testing.

Project Manager Intern **ABC Corporation - November 2012 - May 2013**

Responsibilities:

- Developed detailed project plans in ms project and monitored progress to overcome obstacles, adjust schedules and set stakeholder expectations.
- Shifted mill from a semi-annual vibration analysis test to monthly including expanding pieces to be tested selected by management to evaluate union contract to revise the language and add new positions in support of the maintenance assessment result.
- Collaborated with HR and Department Managers to evaluate and update the maintenance training program.
- Understood contractual requirements and facilitate internal

SKILLS

Project Management,
Sketch, Invision, Adobe
Creative Suite,
Photoshop, Illustrator,
Indesign, User Flows,
Site Maps, Wireframing,
Responsive Web Design

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

communication between Engineering Team and the necessary departments/disciplines

- Developed Engineering Execution Plan with Project Team.
- Ensured the project scope of work, schedule, budget, and execution plan are clearly defined and understood.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor Of Science in Business Administration - 2011 (Colorado Technical University)
B.S. in Geosciences - (Pacific Lutheran University - Tacoma, WA)
Chemistry - (Pacific Lutheran University - Tacoma, WA)