

ROBERT SMITH

Consulting Project Manager I

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

A management professional qualified and experienced in the following: project management (planning through implementation); budget tracking and reporting, staff management, training and development; procedural evaluation and organization; office startup and management; training development and delivery. Interested in contract work, short or long term, onsite and/or remote.

SKILLS

Agile Workshop Training, Microsoft Office, Clarity PPM, JIRA, RallyDEV, Salesforce.com, Microsoft Project, Microsoft Excel, Sharepoint.

WORK EXPERIENCE

Consulting Project Manager I

ABC Corporation - May 2008 – August 2012

- Managed numerous projects, assigning and managing work activities, meeting deadlines and developing project management reporting of small and large full lifecycle implementation of Enterprise Content Management Solutions specifically Documentum to Global 2000 companies.
- Managed projects with resources working both onshore and offshore teams.
- Managed scope, risk and change in project deliverables effectively by negotiating best strategies with clients.
- Reviewed project deliverables, mentored other team members to provide clients with highest quality deliverables.
- Estimated project skill requirements, and then working with resource deployment managers to identify appropriate resources.
- Worked with Executives, Senior Management and Project Sponsors at client sites providing daily/weekly updates on project status as well as working on strategic opportunities.
- Worked with sales team to analyze customer business needs and craft statement of work (both fixed fee and time and material projects), work breakdown structure, project plans and staffing requirements.

Consulting Project Manager

Delta Corporation - 2006 – 2008

- Project Manager Reported to Shareholder Services Director Responsible for the overall coordination, direction, implementation and execution of .
- Tracked deliverables and performed quality checks Provided lead PM updates, identified project concerns/issues recommended solutions in-line with .
- Consulted and organized a newly formed company.
- Oversaw all projects within the retail department.

- Provide consulting service for owners and companies in developing business Accomplishments Level up Entertainment Attraction company in summer 2014 .
- Editor & Principal, Project consultant for various clients including an online member training publication for national business conferences, .
- Worked with engineering teams and UX designers to created website and marketing collateral for Firstplaceschool.org.

SCHOLASTICS

- MBA - (Duke University Fuqua School of Business - Durham, NC)