

Robert Smith

Project Management Intern-Estimating

PERSONAL STATEMENT

Project Management professional with MS Degree in Project Management (pursuing). Working as Information Systems - Project Management Intern for a major Healthcare client. Well versed with Project Management duties, theories, and principles including Planning, Prioritizing, work breakdown structure, value management, and critical path analysis.

WORK EXPERIENCE

Project Management Intern-Estimating **ABC Corporation - June 2011 - August 2014**

Responsibilities:

- Secured Red Epic camera acquisition for video production and partnered with leading film industry experts.
- Led cross-functional teams aimed towards improving organizational performance and raising the efficiency of products.
- Researched media coverage and industry trends.
- Collected data pertaining to reaching target audiences through several marketing strategies.
- Worked with the CEO in managing corporate and executive requests, communications, and planned additional resources as needed according to each individual project.
- Partnered with external organizations to develop business projects and initiatives to ensure the overall effectiveness of internal communication within the organization.
- Acted as liaison between external organizations and internal departments.

Project Management Intern **ABC Corporation - 2009 - 2011**

Responsibilities:

- USA Monitored and worked on a 360 million project called TATWEER contracted by USAID for capacity building on key Iraqi ministries.
- Served as a liaison and communications personnel for staff at home and field offices.
- Updated and maintained personnel database.
- Coordinated Directors schedule, travel calendars, flight bookings and reservations by tracking employees and consultants at home and field offices.
- Responsible for all logistics including incoming and outgoing mail.
- Reviewed contracts of hired consultants, prepared reports and procurement for staff.
- Created templates to track spending for consultants and employees during deployments.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Project Management,
Team Building, R&D, MS
Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Master of Business Administration in Analytics - 2015(St. Edward's University - Austin, TX)