

ROBERT SMITH

Project Management Intern

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

SUMMARY

Project Management Intern with one year of experience. Demonstrated ability to build efficient, reliable teams that work together to achieve goals and exceed expectations.

CORE COMPETENCIES

Microsoft Office, Excellent Organizational Skills, Excellent Interpersonal Communication Skills.

PROFESSIONAL EXPERIENCE

Project Management Intern

ABC Corporation - June 2009 – July 2009

Key Deliverables:

- Mentor and lead a team of developers to create powerful and customized solutions for our clients.
- Design and develop computer applications for mobile, desktop and web-based clients.
- Create a proof of concepts (POC) using prototype-based languages like JavaScript etc.
- Optimize client applications and create elegant and quick responsive products.
- Coordinate with the business teams to implement new features for business applications.
- Directs technical research by studying organizational goals, strategies, practices and user projects.
- Provide support to the head manager in meeting crisis situations and finding a solution to the technical and non-technical problems.

Project Management Intern

ABC Corporation - 2008 – 2009

Key Deliverables:

- Conducted observations to improve performance cycle time of Medical Doctors and Medical Assistants and collected data to create work flow charts.
- Developed alternative solution reports with collected data to improve performance management and made formal presentations to communicate results to Consulting Group Leader.
- Developed training tools such as visual job aids to assist Medical Doctors with Kaiser technology.
- Facilitated one on one meetings with Medical Doctors to assist in the learning process of Kaiser technology.
- Participated in event fair planning by purchasing prizes while staying under the assigned budget.
- Created digital media content with Web Developer which was displayed inside Kaiser hospital waiting rooms.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

- Master's in Project Management - 2015(Harrisburg University of Science and Technology)