

ROBERT SMITH

Senior Regional Project Manager

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Accomplished Senior Regional Project Manager with a successful broad-based career-defining and guiding the implementation of industry best practices, standards, processes, and tools to strengthen organizations. Extensive expertise in leading and delivering cross-functional transformational solutions. Demonstrated knowledge of project and product life-cycle methodologies with experience in developing and implementing leading-edge strategies for large-scale enterprise initiatives. Proven ability to navigate complex situations while prudently mitigating risks, identifying value creation opportunities, and building strategic partners.

AUGUST 2010 - JULY 2016

SENIOR REGIONAL PROJECT MANAGER - ABC CORPORATION

- Recorded operational data, personnel attendance, and meter and gauge readings on specified forms.
- Operated and adjusted controls on equipment to purify and clarify water, process.
- Directed and coordinated plant workers engaged in routine operations and maintenance activities.
- Trained and managed a staff of 8 operators and achieved significant improvements in their productivity.
- Collected and tested water and sewage samples, using test equipment and color analysis standards.
- Maintained, repaired and lubricated equipment, using hand tools and power tools.
- Cleaned and maintained tanks and filter beds, using hand tools and power tools.

MAY 2009 - DECEMBER 2009

PROJECT MANAGER INTERN - ABC CORPORATION

- Oversaw and took responsibility for the successful completion and timeliness of operational projects.
- Worked with internal stakeholders understand the goals, requirements definition, the scope of work, budget, timeline, and prioritize requirements.
- Produced a detailed project schedule by facilitating the team to plan out detailed milestones, identified key dates that require stakeholder interactions and meetings.
- Ensured the team is aligned to operational objectives and drive the team and stakeholders towards milestones.
- Scheduled regular touch points with the team and stakeholders.
- Tailored the communication style or method depending on the situation and

recipient. Ran effective meetings by stating agenda and goals.

- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

College Prep in Planning - 2008 (Etowah High School - Woodstock, GA) Associates
Of Science in Business Administration - 1998 (Alameda University)

SKILLS

Program Management, Multi-National Exercise Planner, Quality Management, Quality
Analysis Program Manager