

ROBERT SMITH

Business Project Manager II

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Project Management experience working directly with clients, vendors and business partners gathering & defining requirements, managing scope & change control, creating and managing the project schedule, mitigating risks, and delivering custom development solutions, while meeting strict deadlines and continually managing expectations with all project stakeholders.

EXPERIENCE

Business Project Manager II

ABC Corporation - NOVEMBER 2006 - JANUARY 2008

- Managed the work of a widely-dispersed team and coordinated the project tasks for procurement, fulfillment, marketing, legal, training, and support.
- Trained and mentored team members and business partners on many PM techniques, while putting the project on a "project management track".
- Managed stakeholder expectations throughout all levels of the company as well as with third-party vendors.
- Worked closely with the customer service reps and support areas (and vendors) to ensure a smooth transition to these areas.
- Scheduled content management training sessions for users across the globe.
- Created the resource allocation plan, work breakdown structure, and project plan/schedule.
- Managed end-to-end testing efforts for a large Network project.


Business Project Manager

Delta Corporation - 2005 - 2006

- Assisted with bank and mortgage lines of business to create and modify policies and procedures to meet the needs.
- Documented business requirements for sales applications and incentive processing application.
- Responsible for managing and coordinating activities and resources in a project life-cycle.
- Gathered project requirements, develop, maintain and gather necessary approvals for project documentation.
- Responsible for all non-technical project deliverables, internal and external, supporting.
- Led team that assisted five companies in the bamboo manufacturing industry to collaborate, resulting in seven new products, increasing profit by 35%.
- This is Dummy Description data, Replace with job description relevant to your current role.



EDUCATION

- Bachelor of Science in Business Information Systems - (Illinois State University - Bloomington, IL)
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SKILLS

Project Management, Legal Research And Writing, Contract Negotiation.