

Robert Smith

Project Management Intern-IT

PERSONAL STATEMENT

4+ years of experience working in the project management and Information Technology. Demonstrated ability to build efficient, reliable teams that work together to achieve goals and exceed expectations.

WORK EXPERIENCE

Project Management Intern-IT

ABC Corporation - April 2012 - May 2013

Responsibilities:

- Gathered and interpreted the data, investigated the problem, isolated and attacked the root cause.
- Developed periodic performance reports and distributed them to stakeholders. Initiate new deals, gather data, estimate schedule and budget.
- Research and interpretation of relevant commodity data (costs, productivity, demand patterns, uses, etc.).
- Investigation of suitability, marketability, problems and potential solutions for surplus and salvage commodities.
- Investigate logistical solutions for complex international transactions; provide analytical support for new commodities, regional markets, industries and carried out eAuctions.
- Coordinate the purchase, delivery and schedules and other supply chain activities for global commodities exchange.
- Helped in marketing our services and obtaining new clientele.

Project Management Intern

ABC Corporation - 2009 - 2012

Responsibilities:

- Efficiently managed the dissemination and exploitation of more than 150 European projects.
- Designed technology brochures and flyers, and organized participation in conferences to better market and exploit project results.
- Analyzed Key Performance Indicators from projects to monitor the impact of project outcomes.
- Suggested and implemented changes to better gather data from projects.
- Drafted deliverables describing project events and outcomes.
- Actively proofread all materials before publication.
- Created marketing plan to redesign product image, including name and logo, in order to better promote the capabilities and services of a product.

Education

Masters in Technology Project Management - 2011 (University of Houston - Houston, TX)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Project, MS Visio,
WIKI, JIRA, ServiceNow,
MS Excel, MS Word, MS
Powerpoint, SharePoint,
JMP, C++, Java, DHTML,
Windows NT/XP/Vista 7,
Macintosh, Linux, Adobe
Photoshop.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

