

# Robert Smith

## Senior Regional Project Manager

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Senior Regional Project Manager with over 5 years of content, development, and project management experience. Strong technical knowledge base with deep experience across Content Development Life Cycle. Proven ability to lead and motivate high-performance teams, consistently meeting critical requirements with strong analytical and troubleshooting skills. Manage work streams at the tactical level and execute with minimal direction while cultivating strong partnerships with cross-functional teams.

### **WORK EXPERIENCE**

#### ***Senior Regional Project Manager***

**ABC Corporation - March 2010 - December 2015**

##### *Responsibilities:*

- Managed multiple software development projects across the United States
- Provided project framework in every project delivered from initiating to the closing of the projects.
- Responsible for managing and controlling the scope management through change management policies and procedures.
- Facilitated the area council for 2+ years - a governance committee to manage processes and policies on the portfolio of projects.
- Supervised a cross-functional team to developed software used by all departments to forecast shipments and track shop orders to supplement the current ERP system.
- Presented weekly detailed project summary to senior level management and conducted post-implementation analysis to determine program improvement.
- Responsible for completing all security paperwork for new and upgraded systems.

#### ***Project Manager/ Estimator***

**ABC Corporation - November 2007 - February 2008**

##### *Responsibilities:*

- Worked closely with the customer on the requirements of the project and maintain their scope.
- Managed the schedule, budget, and scope of the project, successfully delivering it on budget and on schedule.
- Versed in agile principles with scrum methodologies to implement IT-based initiatives.
- Resolved challenges by developing and maintaining strong stakeholder relationships, keeping them involved and onboard.
- Led design and construction engineer efforts, gaining engineers initial estimates.
- Measured success by delivering quality products and soliciting customer feedback.
- This is Dummy Description data, Replace with job description relevant to your current role.

### **SKILLS**

Xactimate, Computer Experience, Management, Project Management, Agile Project Management, Microsoft Office

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **Education**

MS in IT Project Management And Leadership - 2006 (Capella University In Minneapolis - Minneapolis, MN)BS in Computer Management Science - (Metropolitan State College In Denver - Denver, CO)Associates Of Science in Business Administration - (Alameda University)