

# ROBERT SMITH

## Project Management Intern (R&D)

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

### SUMMARY

Project Management Intern is now willing to take any opportunity to gain more experience in the respective field, also, able to work in any location.

### CORE COMPETENCIES

AutoCAD, Adobe InDesign, Photoshop, Microsoft Word, PowerPoint, Excel, Sketch-Up, MATLAB, Photoshop.

### PROFESSIONAL EXPERIENCE

#### Project Management Intern (R&D)

ABC Corporation - May 2014 – August 2014

##### Key Deliverables:

- Performed a regression analysis to determine the propensity of patients to pay that yielded an average savings of \$500K a year.
- Developed quality metrics to assess the overall success of performance improvement indicators in the systems for customer service call center.
- Managing Projects and People Spearheaded transformation of statement and letter flow process and patient-friendly billing utilizing Lean Six Sigma methodologies.
- Led an upgrade integration of the hospital and professional billing to streamline statement and letter flow process.
- Convened expansive cross-organizational forums, collaboratively achieve operational acceptance of technical implementation and workflow transformations.
- Collaborated with key stakeholder to evaluate statement design and make recommendations through a gallery walk.
- Facilitated multidisciplinary teams to evaluate processes and systems to generate alternatives and make recommendations to reduce costs.

#### Project Management Intern

ABC Corporation - 2011 – 2014

##### Key Deliverables:

- Worked with city engineers to assist them on projects around the city.
- Went to project sites to examine quantity of materials and quality of work.
- Assisted the engineers in wrapping up projects, participating in final walk through, and writing and reviewing pay estimates.
- Participated in preventing the giant flood on the river in June.
- On that project my duties were to help sort through plans to discover the best course of action to prevent further flooding along the riverfront.
- Assisted the engineers in surveying and site layouts on projects.
- Reviewed citywide drainage to ensure that the city drainage system was adequate.

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### EDUCATION

- Master of Public Administration in Relevant - (Andrew Young School of Policy Studies - Georgia State University - Atlanta, GA)