

ROBERT SMITH

Jr. Project Management Intern

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An adaptable and experience-seeking individual that is always up for a challenge. Dependable and reliable with extreme loyalty and pride for the company.

JUNE 2015 - MAY 2019

JR. PROJECT MANAGEMENT INTERN - ALCATEL LUCENT

- Leverage technical and project management concepts to deliver the first release of a software solution for a hardware project.
- Understanding business requirements, defining scope & requirements, enabling project plan creation, designing a web system, coding, and writing technical documentation.
- Conducting weekly meetings and interviews to refine the problem statement and understand stakeholder requirements.
- Leading team discussion to brainstorm, design, present proposed solution, report status and receive feedback.
- Integrating and streamlining information flow amongst 42 functional areas engaged in product development.
- Driving process improvements and quantifying OPEX cost savings by accelerating asset reusability.
- Writing user documentation, including process flowcharts, driving project data ownership, planning for future releases.

2013 - 2015

PROJECT MANAGEMENT INTERN - ABC CORPORATION

- Received internship on the basis of increasing sales while implementing a strategic social media marketing plan.
- Researched target market demographics, created marketing materials according to findings.
- Completed research on created surveys in order to provide recommendations for the business.
- Collaborated with team members to implement a marketing strategy for business.
- Implemented a value system for specific services provided to the target market.
- Responsible for content created across social media platforms.
- Created and managed events from start to finish, negotiated with vendors according to budget needs, increased revenue for three events by 15-20% (approximate attendance in excess of 400 customers.) Increased social media following and engagement by 65% in 6 months.

EDUCATION

Master of Science in Information System - 2014(Stevens Institute of Technology - Hoboken, NJ)

SKILLS

AngularJS, HTML, CSS, Bootstrap, JavaScript, JSON, SAS, R, SQL, Microsoft Office, Visio, Python, Java.