

Objective

Ambitious, pro-active and professional General Manager & Project Manager with a proven track record of delivering challenging projects. Strong team player, highly motivated and committed to a standard of delivery that meets or exceeds expectations. Seeking a coordination/management role and a long-term opportunity to apply, develop and build upon skills gained. To expand the use of my productive background and leadership experience. My desire is to be a positive team player in a growing industry.

Skills

Project Management, Process Improvement, Program Management, Agile Project Management, Microsoft Office, Sharepoint, Technology Assisted Review

Work Experience

General Manager & Project Manager

ABC Corporation - January 2013 – May 2016

- Managed interfaces between all departments by providing communication, coordination, and follow-up to meet project goals and objectives, expedite the flow of technical information.
- Communicated scope and design changes to the Project Team.
- Managed external RFI process with Client as well as internal RFI process with construction.
- Managed project action items and deliverables. Recognition of change and support of Project Manager through the negotiation of change orders.
- Ensured key engineering steps have been executed. Scheduled and led constructability reviews and drove closure to result in action items and changes
- Provided final measures of quality control for engineering packages prior to client delivery.
- Tracked execution of key milestones, ensuring early identification and communication of potential issues/roadblocks

Project Engineer

ABC Corporation - October 2009 – December 2012

- Based at the clients premises, acting as a focal point between client and contractor.
- Solely responsible for the collation and distribution of the monthly report to senior management of both client and contractor, outlining the current status of all project areas including - hse, budget, anomaly management, plan (actual vs projected), workplace generation, temporary repair status, integrity threats, backlog, etc.
- Coordinated the production of post-inspection workbooks and formal reports generated by technical assistants - populate sap data points raise, track and closeout ad-hoc sap notifications.
- Supported the development of project management processes for the business.
- Developed procurement and subcontract plan with construction management, assisted with requisition and RSA generation as set forth in the plan.
- Monitored suppliers' compliance with purchase order conditions.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

MSc in Project Fundamentals - 2008 (The Robert Gordon University)MA in Sociology -
(Aberdeen University)Electronic Publishing - (Hennepin Technical College - Eden Prairie, MN)