

Robert Smith

Global Project Manager/Coordinator

PERSONAL STATEMENT

Over 20 years of successful experience in association management, directing all components of nonprofit organizations: membership recruitment and retention, fundraising, budgeting, education.

WORK EXPERIENCE

Global Project Manager/Coordinator

ABC Corporation - May 2008 - February 2010

Responsibilities:

- Managed master project schedules utilizing the stage gate process on 26 projects.
- Facilitated meetings with functional team members on individual project statuses, risk analysis, and technical and PSO reviews from chartering a project through post-launch activities.
- Facilitated project meetings with project leaders, key stakeholders, and team members for high level review of all active projects.
- Developed Access database to track updates and key next steps on all projects.
- Assigned by team members who were able to run reports summarizing their tasks with due dates.
- Developed key milestone report that was sent to the Executive Leadership Team weekly to communicate any delinquent project tasks.
- Helped improve accountability and follow up by team members.

Global Project Manager

Delta Corporation - 2007 - 2008

Responsibilities:

- In addition, managed daily maintenance and operations for websites for billion dollar brands.
- Directed e-mail campaigns to deliver the right message at the right time/frequency to +4 million subscribers.
- Web Hosting Established and managed a global hosting service for corporate external brand websites.
- Hosting service supported all billion dollar brands including Pampers, Tide and P&G corporate websites.
- IT Partnering Led development of a Web Supply Line that provided a web application development services to internal business customers utilizing external partners.
- Member of Lip Ubiquity Strategic Business Unit responsible for developing strategic plans to increase distribution of all existing lip products and bring new products to market.
- Wrote requirements documentation, led testing team, and implemented Ariba Sourcing and Spend Visibility as an enterprise-wide spend analytics .

CONTACT DETAILS

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

SKILLS

Microsoft Project,
Microsoft Word, Microsoft
Excel, Microsoft Access.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Management Training - (Kaizen College)