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| **Emma R. Clarke**  Boston, MA emma.clarke@email.com (617) 555‑29\*\* LinkedIn.com/in/emmaclarke emmaclarkeportfolio.com  **Professional Summary**  Certified Project Management Professional (PMP) with over 10 years of experience managing cross-functional teams and delivering complex IT and business projects on time and within budget.   **Skills** • Project Planning & Scheduling • Agile / Scrum / Kanban • Risk Management • Budget Oversight • JIRA, Trello, MS Project • Cross-functional Leadership  **Languages** • English (native) • Spanish (fluent)  **Certifications**  • PMP (Project Management Institute) • Certified Scrum Master (CSM) | **Experience & Education**   **Senior Project Manager**   TechNova Inc., Boston, MA  Apr 2018 – Present  Led $3M enterprise software rollout across 5 departments  Cut project delivery time by 20% using Agile best practices  Mentored 4 junior PMs across global teams   **Project Manager**   InnovateX, Cambridge, MA  Jan 2013 – Mar 2018  Managed 30+ software projects end-to-end  Created PMO playbook adopted across company  Achieved 98% stakeholder satisfaction rate   Education   B.S. in Information Systems  Northeastern University — Graduated 2012 |