

ROBERT SMITH

Senior IT Project Manager

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

SUMMARY

Decisive, action-oriented, and results-focused Senior IT Project Manager offering 12 years of experience, including 10+ years of Project Management experience. Offer outstanding talents in project planning and management, communication, vendor management, negotiation, problem identification and resolution, reporting, and analysis.

CORE COMPETENCIES

MS Office, MS Project, MS EPM, SharePoint, Quality Center, Rational ReqPro, Project Management Methodology, Certificate Of Completion Of The Agile Project And Program Management Class

PROFESSIONAL EXPERIENCE

Senior IT Project Manager

ABC Corporation - 2010 – Present

Key Deliverables:

- Managed budgets of approximately \$2.66m annually, including both investment and operationally funded projects manage projects with internal and external dependencies, moderate scope, risk of moderate severity & impact, integration within functional capabilities and typically longer duration within more than one team of resources.
- Identifying & resolving discrepancies in planned costs versus actual cost and overall financial management for assigned projects.
- Developing and reviewing detailed project plans and tracking financial information.
- Communicating project status to the project team, stakeholders leadership and program managers associated with other projects.
- Facilitating project issue resolution, change risk and dependency management meetings.
- Accountable for project delivery, including meeting timeline, budget and customer expectations.
- Creating and maintaining relationships with stakeholders and team members in order to achieve mutual goals.

IT Project Manager/ Desktop Support Analyst

ABC Corporation - 2007 – 2010

Key Deliverables:

- Participated in daily scrum, sprint review, and planning meetings.
- Facilitated scrum meetings to ensure full team engagement remove impediments, enabled close cooperation across all roles and functions and removed barriers facilitate communication and collaboration within and around the team.
- Managed projects with multiple deliverables, dependencies and integration points with seamless execution.

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- Ensured projects are delivered on time, within budget, of high-quality while meeting customer expectations.
- Coordinated integrations with multiple teams across the organization, and external vendors to ensure schedules are aligned and scope is delivered on time.
- Monitored deliverables, resources, and tasks to identify issues and discrepancies that might impact the project.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- BA in Speech Communications - 2005 (Baylor University) Certificate in Electronics - (San Antonio College And Austin Community College Obtained)