Spokane, WA 99207 | (555)555-5555 | david@example.com

DAVID KIM

PROFESSIONAL SUMMARY

Experienced Project Manager with 17 years in driving efficiency and team success. Expertise in budget management, Agile methodologies, and strategic planning. Proven track record of completing projects up to 25% faster while ensuring high client satisfaction.

WORK HISTORY

PROJECT MANAGER 06/2017 to 11/2025
Tech Innovations Group, Spokane, WA

- Led a team of 15 to deliver projects 20% faster
- Managed a $2M budget, achieving a 10% cost saving
- Implemented agile methods, boosting productivity by 30%

SENIOR PROJECT COORDINATOR 03/2011 to 05/2017
Dynamic Solutions Inc., Spokane, WA

- Coordinated cross-team collaboration, enhancing delivery by 25%
- Oversaw software integration with 0% downtime
- Reduced turnaround time by 15% via optimized processes

ASSISTANT PROJECT COORDINATOR 01/2008 to 02/2011
Visionary Tech Partners, Spokane, WA

- Assisted in projects leading to 12% client satisfaction rise
- Streamlined reporting process, saving 5 hours weekly
- Trained 5 junior staff, boosting team proficiency 20%

ACCOMPLISHMENTS

- Executed a project ahead of schedule saving $50K
- Implemented a software tool increasing efficiency by 25%

SKILLS

Stakeholder Communication

Agile Methodologies

Team Leadership

Budget Management

Risk Assessment

CERTIFICATIONS

- Certified ScrumMaster (CSM) - Scrum Alliance
- PMP Certification - Project Management Institute

EDUCATION

Columbia University, Eastside, WA
Master of Business Administration, Project Management, 06/2007

University of California, Eastside, WA
Bachelor of Science, Business Administration, 06/2005