

Professional Summary

Results-driven Management Professional with over 15 years of experience in Project Management, Cost Management, and Billing Services. Proven track record of successfully leading projects from initiation to completion, ensuring timely delivery, and exceeding client expectations. Skilled in navigating complex project landscapes, fostering collaborative team environments, and driving financial growth.

Professional Experience

Senior Project Management Director (MG09)

Inazuma.co | January 2020 - Present

Project Management Director (MG07)

Pinnacle Projects Inc. | June 2015 - December 2019

Key Achievements:

- Successfully managed a portfolio of 10 projects, resulting in a 25% increase in client satisfaction and a 15% reduction in project timelines.
- Developed and implemented a project management framework, leading to a 30% decrease in project costs.

Responsibilities:

- Led cross-functional project teams to deliver projects on time, within budget, and to the required quality standards.
- Conducted project feasibility studies, developed project plans, and managed project resources.

Senior Project Manager (MG05)

Apex Consulting Services | March 2010 - May 2015

Key Achievements:

- Managed a team of project managers, achieving a 20% increase in project delivery efficiency and a 10% reduction in project costs.
- Successfully coordinated with clients to understand project requirements, leading to a 95% client retention rate.

Responsibilities:

- Coordinated project planning, execution, and monitoring, ensuring projects were completed on time and within budget.
- Conducted project status updates, identified and mitigated risks, and ensured quality project deliverables.

Project Manager (MG03)

NovaTech Solutions | August 2008 - February 2010

Key Achievements:

- Effectively managed project resources, resulting in a 15% reduction in project timelines and a 5% decrease in project costs.
- Developed and maintained project documentation, ensuring compliance with organizational standards.

Responsibilities:

- Assisted in project planning, coordination, and execution, ensuring projects met the required quality and timeline standards.
- Collaborated with team members to identify and resolve project-related issues.

Education

Master of Business Administration (MBA)

University of Michigan - Stephen M. Ross School of Business | 2008

Technical Skills

Project Management:

- Agile Methodologies
- Scrum Framework
- Waterfall Methodology
- Project Planning and Scheduling

Cost Management:

- Cost Estimation and Budgeting
- Cost Control and Monitoring
- Financial Analysis and Reporting

Billing Services:

- Invoice Management
- Payment Processing
- Client Billing and Invoicing

Software Proficiency:

- Microsoft Project
- Asana

- Trello
- Excel, Word, PowerPoint, Outlook