

OBJECTIVE

Project management professional with 10 years of experience combining strong communication skills and client-focused strategies to guide the lifecycle of projects. Skilled in understanding complex needs, allocating resources and developing approaches to deliver on project scopes, and fostering long-term client relationships to ensure successful project outcomes and high customer retention.

WORK EXPERIENCE

Regency Commercial Construction

Dec. 2019 – Jan. 2023

Assistant Project Manager

Beltsville, MD

Executed project management duties on multiple concurring projects within diverse teams of executives, architects, and engineers including:

- Served as liaison between stakeholders and subcontractors, maintaining communication between all parties, and facilitated positive working relationships
- Utilized dashboards and reports to monitor project data and actively adjust schedules, budgets, and scopes of work, ensuring that project milestones were met and resulting in early project turnover and increased profits
- Developed and perpetually updated comprehensive reports using project data including spreadsheets and logs to track contract document submissions, material acquisition statuses, requests for information, and change proposals
- Identified and presented key project metrics to stakeholders conveying an overview of relevant project updates
- Employed version control practices to develop, organize, and distribute project information to project teams
- Generated and presented proposal documents to stakeholders' executive management teams

ADP Consultants

Feb. 2019 – Dec. 2019

Assistant Project Manager

Capitol Heights, MD

Performed project management duties and assisted company owner in the following:

- Facilitated communication with project stakeholders and maintained positive working relationships
- Tracked key project milestones and prepared status update documentation for presentation to stakeholders
- Created and reviewed project-specific documents for compliance with contract documents, identified discrepancies, and implemented solutions to address non-conformances

Clark Concrete Contractors

Sept. 2016 – Aug. 2018

Quality Control Engineer

Bethesda, MD

Collaborated with stakeholders to managed project-specific quality control procedures including:

- Implemented project-specific document version control and access structures to regulate the updating and distribution of project documents between stakeholders and project teams
- Developed and implemented Quality Control Plans while presenting related project data reports to stakeholders
- Reviewed and issued contract document submissions for approval

Hillis-Carnes Engineering Associates

Jul. 2007 – Sept. 2016

Engineering Technician

Annapolis Junction, MD

- Upheld communication between stakeholders, contractors, and third-party consultants
- Developed detailed reports documenting operations, project and material-related issues, and solution proposals

SKILLS

Project Management, Communication, Writing, Creative Problem Solving, Data Analysis & Visualization, Microsoft Office

EDUCATION & CERTIFICATION

The Pennsylvania State University

Bachelor of Science, Integrated Social Sciences

Google Data Analytics

Professional Certificate in Data Analytics from Google