

# Dustin Krantz, PMP

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## **Career Focus**

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Develop project skills necessary to become a positive influence to the next generation of project managers.

## **Summary of Skills**

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| • Team worker                      | • Problem Solver                       |
| • Able to multitask                | • Organized                            |
| • Adaptive to different situations | • Communication                        |
| • Multicultural experience         | • Self motivated                       |
| • Detail oriented                  | • Microsoft Office & Microsoft Project |
| • Documentation                    | • Maintain project management triangle |
| • Critical thinking                | • Coaching                             |

## **Work Experience**

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The projects I have been a part of in all phases from initiation to closing, range from 40 hours to 10,000 hours, with an estimated total cost ranging from \$5,000 to \$10,000,000.

### **PMAlliance - Project Coordinator/Project Management Consultant**

April 2018 to May 2020

- Coordinate, facilitate, and manage a portfolio of project schedules for clients.
- Generate project report packages to inform stakeholders of schedule status and any project issues.
- Provide general analysis of assigned projects to identify problem areas that may need attention.
- Enter project data into project management software (Microsoft Project) during project planning and any replanning sessions.
- Assist project managers during control meetings by presenting pertinent project views and running the project management software (Microsoft Project).
- Update project files during the normal schedule update cycle.
- Update project web-sites, shared drives and databases with required reports.

### **Financial Company**

August 2019 to May 2020

- Worked on a portfolio of projects with the goal to release new products into the market, or update currently existing products. As part of a team, I assisted in updating and maintaining a portfolio with a number of projects that ranged from 4 months to 2 years.
- Organized and facilitated meetings with team members to develop, maintain and report progress on the schedule.
- Maintained open communication between all departments involved with the project.
- Collected status updates and incorporated them into the project schedule.

### **Heavy Equipment Company**

April 2018 to August 2019

- Worked on several engine research and development projects with the specific goal to penetrate a new market. Due to a non-disclosure agreement, no additional details can be provided.
  - Organized and facilitated meetings with team members to develop, maintain and report progress on the schedule.
  - Conducted meetings to analyze future impact to the projects due to anticipated delays.
  - Maintained open communication between all departments involved with the project.
  - Conducted the weekly review to update project stakeholders and leadership team.
  - Collected status updates and incorporated them into the project schedule.
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**Perfecto Tool and Engineering - Project Coordinator**

May 2015 to April 2018

- Coordinate, facilitate, and manage scheduling of all outside services, truck schedule, and shipping arrangements.
- Manage and develop process control in outside services, truck schedule, shipping, and receiving.
- Support project managers with collecting and distributing information within the company, along with making decisions based on the information.
- Manage all IT related inquiries by facilitating the priority level and schedule with the contract tech company.

**Assembly Bay Creation**

- Goal: to create a space specifically designed for assembly, that was organized and easy to show the customer their working product.
- Led and managed the conceptualization and design of an assembly bay.
- Responsible for creating a functional procedure and controlling the execution of that procedure.
- Organized and led meetings with team leaders who were stakeholders in the assembly process.
- Schedule: this project was given 250 hours and finished with 250 hours charged to it.

**Receiving Procedure Control**

- Goal: to have the process documented and have the time needed to complete the process that was recorded.
- Led a small group, through the development, execution, and implementation of the receiving process.
- Facilitated meetings to modify the process to be more efficient.
- Budget: this project was given a budget of \$5,000 and finished with total spending at \$3,500.
- Schedule: this project was given 900 hours and finished with 840 hours charged to it.

**Perfecto Tool and Engineering - Production Planner**

January 2014 to May 2015

- Work with project & plant managers to develop & maintain internal and external schedules.
- Part of a team who had a main goal of optimizing each stage of shop projects.
- Communicate, hold meetings, and negotiate with vendors.
- Met with vendors to learn their processes to help better understand schedule constraints.
- Part of a team dedicated to the development of process control.

**Outside Service Procedure**

- Goal: to develop an internal process to request use of outside vendors, and to document how we would communicate, as a company, about outside services.
- Responsible for the development of the outside service procedure.
- Executed the communication to the vendors to determine and record the needs of each vendor.
- Facilitated the team meetings to create an internal process describing how to request the use of outside vendors.
- Schedule: this project was given 275 hours and finished with 250 hours charged to it.

**Menards - Department Manager**

June 2012 to January 2014

- Manage, develop and work with a team through various store support projects and daily tasks.
- Mentor individuals on the team in teamwork, efficiency, planning, setting goals and conflict resolution.

**Anderson University - General Maintenance**

October 2010 to May 2012

***Education and Coursework***

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**Anderson University, 2012**

Anderson, IN, United States of America

**Bachelor's Degree:** Major in Entrepreneurship; minor in Marketing**PMP Certification, 2016**Project Management Academy

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