

JAMES JAMESON

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Senior project manager with over 13 years' experience coordinating complex projects, often involving B2B clients. Can oversee a project's staffing, budgetary and scheduling needs to ensure all expectations are met or exceeded. Able to communicate with clients' representatives and clearly relay their needs to a project's team. Creator of clear, achievable goals that result in desired deliverables.

PROFESSIONAL EXPERIENCE

SENIOR PROJECT MANAGER

CCC Social Outreach, Raleigh, NC | December 2011 - Present

- ◆ Oversee projects that deliver results to B2B clients, including social media overhauls and targeted advertising campaigns around product launches
- ◆ Work with and supervise web designers and developers, copywriters and graphic design professionals to set appropriate, achievable milestones
- Build detailed schedules and budget projections to develop affordable and realistic plans for timelines and expenses

ASSISTANT PROJECT MANAGER

ABC Digital Marketers, Raleigh, NC | July 2006 - November 2011

- ◆ Supported senior project managers by reviewing schedules and budgets and communicating with stakeholders when needed
- ◆ Served as quality-control agent on end products, including web graphics and marketing copy
- Ensured accurate Logging of employees' time and milestone completion dates

EDUCATION

BACHELOR OF SCIENCE IN OPERATIONS MANAGEMENT

Raleigh Institute Of Business, Raleigh, NC | September 2001-June 2005

MASTER OF PROJECT MANAGEMENT

Raleigh Business University, Raleigh, NC | September 2005 - June 2007

KEY SKILLS

- Assessing projects' scope and objectives
- ◆ Properly allocating resources
- ◆ Professional interaction with clients and coworkers

CERTIFICATIONS

- SmartSheet Certified Scheduler, 2020
- Certified PMI Project Management Professional, 2021