

# Mark Marsit

Phoenix, AZ 12345  
mark@example.com  
(123) 456-7890  
www.linkedin.com/example

## PROFILE

Project Manager Assistant with 3+ years of experience. Adept at scheduling project tasks, monitoring progress, preparing cost estimates, and allocating resources to team members.

## WORK EXPERIENCE

### Project Manager

Gryphon Consulting Corp., Phoenix, AZ | June 2019 to Present

- Oversee four complex projects per year, each worth ~\$750K
- Closely monitor projects to ensure on-time, under-budget completion
- Keep project costs in check by obtaining estimates from multiple vendors
- Review invoices for double charges and other inaccuracies

#### Highlight:

- Raised the firm’s bottom line by suggesting project upgrades and lower-cost service providers

### Project Management Intern

XVZ Consultants Inc., Phoenix, AZ | September 2018 to December 2018

- Created and sent project proposals to customers
- Supported project managers by reviewing invoices, making vendor payments, and ordering materials
- Entered purchase orders into firm's accounting system

## EDUCATION

### Bachelor's Degree in Applied Science (Project Management}

Arizona State University,  
Phoenix, AZ | 2019

3.78 GPA | magna cum laude

## KEY SKILLS

- ◆ Budgeting & Cost Accounting
- ◆ Client Relations
- ◆ Complex Problem-Solving
- ◆ Process Streamlining
- ◆ Task Prioritization
- ◆ Vendor Relations

## TECHNICAL SKILLS

LiquidPlanner | Microsoft Excel |  
Microsoft Project