

Oliver Sinclair

Project Manager

✉ oliver.sinclair@example.com

☎ +1 (495) 850-0190

📍 Brooklyn, Newyork United States

📅 1992/10/29

🚩 United States Of America

Profile

Oliver Sinclair is an experienced project manager based in the vibrant city of Miami, Florida. Known for his calm demeanor and strategic mindset, Oliver has successfully led multiple high-profile projects across various industries. When he's not coordinating teams or tackling deadlines, Oliver enjoys playing soccer and traveling the world with his friends.

Professional Experience

2018 – present Newyork, USA	Project Manager <i>DesignWorks Inc.</i> Oliver Sinclair is a project manager responsible for overseeing the planning, execution, and completion of projects within defined timelines and budgets. He coordinates cross-functional teams, assigns tasks, and ensures that project milestones are met. Oliver is skilled at managing resources, mitigating risks, and solving problems that arise during the project lifecycle. His ability to communicate effectively with both clients and team members ensures smooth project delivery, making him an essential leader in any organization
--------------------------------	--

Education

2015	Master of Science (M.S.) in Construction Management <i>University of Southern California (USC)</i> <ul style="list-style-type: none">• Project Management Professional (PMP)• Certified ScrumMaster (CSM)• Lean Six Sigma Green Belt
2012	Bachelor of Science (B.S.) in Project Management <i>University of Colorado Boulder</i>

Skills

Project Planning & Scheduling	● ● ● ● ●	Risk Management	● ● ● ● ●
Budget Management	● ● ● ● ●	Cross-functional Team Coordination	● ● ● ● ●
Stakeholder Communication	● ● ● ● ●	Agile & Scrum Methodology	● ● ● ● ●
Project Documentation	● ● ● ● ●	Time Management & Prioritization	● ● ● ● ●