# PM Resume Bullet Vault

### Purpose

Use this doc to create resume bullets across a broad variety of PM skills.

### Instructions

Fill in as many fields in the “Skill Bundles” below as you can to simplify resume creation and customization for job applications.

* There should be as few gaps as possible under “Current role”
* Some gaps in previous roles are OK
* Start from existing bullets from your resume
* Put each bullet under the skill group it matches best
* Recommended [action verbs](https://docs.google.com/document/d/1C3Rci2iCTPfYmrQn8rCfZ-aiAB_XgTuOVruaUWEGdtk/edit)

### Skill bundles

|  |  |  |
| --- | --- | --- |
| **Skill / Requirement** | **Current role** | **Previous roles** |
| **1. Product Development**  - Product Ideation  - Product Design  - Product Improvement  - Problem Solving  - UX / UI Principles  - User Research  - Customer Empathy | * Product Ideation - Drove strategy and solution refinement for a new product that scaled partnership growth at a major U.S. bank. * Product Ideation - Pioneered EY’s Product Playbook, adopted by 2,500+ product team members across industries. | * Product Improvement - Analyzed user testing results and competitors to drive iteration and a strategic pivot for a testing automation tool. * Customer Empathy - Conducted 30+ interviews and surveys to validate problem space for early-stage product. * Product Improvement - Optimized 60+ hrs/term of leadership coursework through feedback-driven design, improving retention by 50%. * Product Ideation - Pioneered flexible, tech-enabled learning model adopted by 200+ personnel, boosting student satisfaction to 90%. |
| **2. Leadership & Execution**  - Leadership  - Team Management  - Execution  - E2E Implementation  - Stakeholder Management | * Execution - Implemented OKR / metrics frameworks enabling strategic, data-driven decisions by 80,000+ employees. * Execution - Created coaching program adopted by 50+ teams during multiple product transformations at major banks. | * Leadership - Coached 70+ cadets, producing a record number of distinguished grads at a national leadership school evaluation. * Leadership - Led development of 138 personnel + 33 managers, achieving the highest possible external evaluation rating. * Launched training program for 138 personnel, achieving perfect external evaluation in one year. * Execution - Led relocation and merger of a legacy 100+ personnel organization with new teams 6 months ahead of schedule. * Leadership - Empowered teams by launching a bottom-up SOP development program, reducing refinement iterations by 75%. * Stakeholder Management – Aligned stakeholders on 17 new projects ($901M), accelerating critical relocation of 12,000 U.S. troops in Korea. * Leadership - Project Manager for a $39M strategic initiative, leading a 112-person team to modernize core technologies. * Leadership - Drove a culture of excellence in a 112-person team resulting in perfect evaluations and top leadership awards. * Leadership - Trained, assessed, and mentored 2,000+ cadets in leadership, driving development of the Army’s future leaders. * Leadership - Mentored a leadership pipeline that produced over 50% of the battalion’s senior leaders over three years. |
| **3. Strategy & Planning**  - Strategy  - Vision  - Planning  - Competitive Analysis  - Market Analysis  - Decision Making  - Prioritization  - Goal Setting | * Strategy - Designed Product Mgmt. tooling strategy after analyzing 30+ tools, improving global alignment in major bank. * Competitive Analysis - Built PoC and MVP for competitive analysis tool, demonstrating AI use to 60+ product team members. * Prioritization - Developed custom prioritization model enabling strategy and transparent decision-making at a global bank. * Strategy - Defined product strategy framework used to launch new product at top-tier U.S. bank. * Market Analysis - Led a 4-week analysis of 30 PM tools for 5 personas, which informed the creation of a new strategic offering. | * Market / Competitive Analysis - Conducted market / competitive analysis to advise studio partners on a potential digital identity product venture. |
| **4. Business & Marketing**  - Business Acumen  - Marketing  - GTM Principles  - Entrepreneurial  - Partner Management  - Negotiation | * Marketing / GTM - Co-founded $8M+/year Product Org Transformation offering—practice’s top-grossing service. * Partner Management - Co-developed GTM plan with Productboard to support partnership strategy. | * Negotiation - Contributed key strategic insights to executive negotiations, securing 50%+ of the joint construction budget. |
| **5. Project Management**  - ​​Project Management  - Agile & Scrum Methodologies  - Risk Management  - Roadmap Management | * Agile - Scrum Master for IAM team, facilitating agile delivery and improving efficiency by 50%. | * Project Management - Managed Army portfolio in a $10B relocation project, driving change management and executive updates. * Project Management - Designed a training strategy for a 1,000+ engineers, aligning 89 distinct missions with leadership's core vision. * Project Management - Launched an agile tracking system, increasing executive visibility and reducing missed deadlines by 25% |
| **6. Technical & Analytical**  - Technical Acumen  - Analytical Skills (Trade-offs)  - Data Analysis  - Experimentation  - Process Design  - System Design | * Process Design - Optimized portfolio management at a global bank, reducing 60% of steps enhancing prioritization / delivery flow. * Analytical Skills - Led research on 50+ product tools, producing a PoV that influenced enterprise tooling strategies at 4 major banks. * Process Design - Defined process diagrams for 6 new product offerings, enabling team alignment for new product launch. | * Process Design - Developed tracking tool and prioritization framework, saving 80+ hours annually. |
| **Present throughout:**  - Communication  - Collaboration  - Presentation  - Storytelling | * Communication - Coordinated outreach for 2,000+ customers / staff during complex product transitions in major bank acquisition. * Communication - Led the comms strategy for the first successful product shift in business banking amid a major bank acquisition. * Communication - Authored communication strategy to transition 3,000+ business accounts for 3 products during an acquisition. * Communication - Designed a training program for product transformation, upskilling 50+ leaders through 8 experiential courses. | * Collaboration - Partnered cross-functionally to implement training that cut cycles by 50%, addressing 90% annual turnover. |
| [*add skill group as necessary*] |  |  |
|  |  |  |

### Skill bullets (optional)

More granular option; after going through bundles above.

|  |  |  |
| --- | --- | --- |
| **Skill / Requirement** | **Current role** | **Previous roles** |
| Entrepreneurial |  |  |
| Leadership & team management |  |  |
| Process & system design |  |  |
| Communication & XFN collaboration |  |  |
| Stakeholder management |  |  |
| Analytical skills (trade-offs) |  |  |
| Data analysis, experimentation |  |  |
| Technical acumen |  |  |
| Strategy, vision & planning |  |  |
| Roadmap management |  |  |
| Project management |  |  |
| Presentation & storytelling |  |  |
| Product ideation, design & improvement |  |  |
| Problem solving |  |  |
| Goal setting |  |  |
| End to end implementation |  |  |
| Decision making & prioritization |  |  |
| Execution |  |  |
| Marketing & GTM principles |  |  |
| UX / UI principles |  |  |
| [*add skill as necessary*] |  |  |
|  |  |  |

## Appendix

### Additional subskills

* User research (under product)
* Customer empathy (under product)
* Competitive and market analysis (under strategy)
* Business acumen (under strategy)
* Risk management (under project management)
* Agile & Scrum (under project management)
* Partner management & negotiation (under communication)

### Bundled skillsets

Detailed skill bundling

**1. Product Design & Development**

* Product Ideation, Design & Improvement
* Problem Solving
* UX / UI Principles
* User Research
* Customer Empathy

**2. Leadership & Execution**

* Leadership & Team Management
* Execution
* End to End Implementation
* Stakeholder Management

**3. Strategy & Planning**

* Strategy, Vision & Planning
* Competitive and Market Analysis
* Decision Making & Prioritization
* Goal Setting

**4. Business & Marketing**

* Business Acumen
* Marketing & GTM Principles
* Entrepreneurial
* Partner Management & Negotiation

**5. Project Management**

* Project Management
* Agile & Scrum Methodologies
* Risk Management
* Roadmap Management

**6. Technical & Analytical**

* Technical Acumen
* Analytical Skills (Trade-offs)
* Data Analysis & Experimentation
* Process & System Design

Present throughout:

* Communication & collaboration
* Presentation & storytelling

What projects did you work on?

* **CONSULTANT**
  + Product Org Transformation (2021-2022), IAM implementation (2022), Jira Cloud Migration (2022), Major Clothing Retailer Playbook Implementation (2022), Regional adaptation Playbook Implementation (2023), Bank Acquisition (2023), Product Org Transformation (2024-2025)
* **PROJECT MANAGEMENT EXPERIENCE**
  + Project Engineer: Vehicle Paint Shop Renovation (2014-2015), Storage Warehouse Renovation (2014-2015), Training Area Trail Renovation (2014-2015)
  + Project Manager: National Training Center Resource/Personnel Transportation (February 2012), Bradley Fighting Vehicle Integration/Maintenance/Training (2013-2014), Organizational Transformation and Equipment Acquisition Project (2013-2014), Permanent High Altitude Missile Defense Integration to South Korea (2016-2017), Organizational Relocation from Missouri to South Korea (2017-2018), Online ROTC Instruction Integration at The Ohio State University (2019-2021)
* **PROGRAM MANAGEMENT EXPERIENCE**
  + Program Manager: Hazardous Material Transportation Program (2011-2012), Land and Ammunition Program Manager (2011-2012), Vehicle and Equipment Maintenance Program (2013-2014), Army Host Nation Funded Construction in South Korea (2016-2017), Engineer Wartime Contingency Construction Program (2016-2017), Company Logistics Program (2017-2018), Engineer Equipment and Vehicle Maintenance Program (2017-2018), Command Supply Discipline Program (2017-2018), Training and Qualification Program (2017-2018)