

# First Name Last Name

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address | phone number if needed | LinkedIn Profile Link if needed | email

## TECHNICAL SKILLS

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- Languages: Java, Python, Javascript, SQL
- Databases: MySQL, Postgres, MongoDB, Redis, Cassandra
- Frameworks: Node.js, React.js, Express.js, Django, Flask, Dropwizard, Micronaut
- Technologies and Tools: AWS, Kubernetes, Docker, Terraform, Ansible

## PROFESSIONAL EXPERIENCE

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### COMPANY NAME

Senior Project Manager

**Houston, TX**

*August 2020–Present*

- Deliver project advice to clients, proposing strategies to achieve short- and long-term objectives for investments, insurance, and business planning with minimal risk
- Direct the development, review, and optimization of project portfolios for 300+ stakeholders, managing over \$190M in resources to ensure strategic alignment and maximize outcomes
- Ensure maximum client satisfaction by providing exceptional and personalized service, enhancing client satisfaction ratings from 86% to 99.9% in less than 6 months
- Collaborate closely with cross-functional teams across multiple branches to manage project portfolios for over 800 clients, overseeing more than \$25M in assets to ensure effective execution and delivery.

### COMPANY NAME

Project Manager

**New Orleans, LA**

*July 2017–August 2020*

- Led the project management of a \$20.75M project portfolio, overseeing 90+ individual and corporate initiatives, ensuring strategic alignment, resource optimization, and successful delivery of objectives
- Developed and implemented a new training and accountability program, improving team performance and boosting productivity rankings from #10 to #3 in the region within two years
- Worked with cross-functional teams to develop and execute risk management strategies, enhancing project outcomes and increasing resources by 50%, while maintaining alignment with stakeholder objectives

### COMPANY NAME

Project Assistant

**New Orleans, LA**

*July 2014–August 2017*

- Served as the primary point of contact for over 15 clients, ensuring effective communication, managing expectations, and delivering successful project outcomes
- Managed project portfolios for several key clients, overseeing a total of \$8.5M in assets to ensure successful delivery and client satisfaction

## EDUCATION

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### KYRGYZ STATE UNIVERSITY

Bachelor of Science in Business Administration (concentration: finance),  
Honors: Cum Laude (GPA: 3.7/4.0)

**Baton Rouge, LA**

*May 2014*

## ADDITIONAL SKILLS

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- Fluent in English, Spanish, and French