

David Smith

Project Manager

+1-555-0600 david.smith@example.com Los Angeles, CA

github.com/davidsmith

linkedin.com/in/davidsmith

davidsmith.com

Summary

Dedicated Project Manager with 9 years of experience leading cross-functional teams to deliver successful projects on time and within budget. Skilled in project planning, risk management, and stakeholder communication. Strong ability to prioritize tasks and adapt to changing requirements.

Education

University of California, Los Angeles

Master of Business Administration
Sep, 2012 - Jun, 2014

Technical Skills

Project Management
Software, Agile
Methodologies, Scrum,
Risk Management,
Budgeting, Resource
Allocation

Soft Skills

Leadership,
Communication, Problem-
solving, Team Building,
Time Management

Additional Skills

Client Relationship
Management, Negotiation,
Conflict Resolution

Languages

English, Spanish

Certifications

- Project Management Professional (PMP)

Work Experience

TechPro Solutions

Senior Project Manager

Jul, 2014 - Aug, 2021

TechPro Solutions is a technology consulting firm providing project management services.

- Managed multiple projects with budgets ranging from \$500k to \$2M.
- Implemented Agile methodologies to improve project efficiency and delivery speed.
- Led a team of 15 project members across different locations.
- Established project governance structures and reporting mechanisms.

InnoTech

Project Manager

Sep, 2021 - Mar, 2024

InnoTech develops innovative software solutions for startups and enterprises.

- Successfully launched 10+ software products within budget and timeline.
- Managed stakeholder expectations and facilitated communication between teams.
- Identified and mitigated project risks to ensure successful delivery.
- Received recognition for outstanding project management performance.

- Certified ScrumMaster (CSM)