

# Jane Smith

---

Project Manager

(987) 654-3210 | jane.smith@email.com | linkedin.com/in/janesmith

## Professional Summary

Certified Project Management Professional (PMP) with 8 years of experience leading cross-functional teams to deliver complex projects on time and within budget. Expert in Agile and Scrum methodologies with a proven ability to manage stakeholders, mitigate risks, and drive project success from initiation to closure. Proficient in project management tools like Jira and Asana.

## Work Experience

*Senior Project Manager / Business Dynamics LLC / New York, NY /  
August 2020 - Present*

---

- Managed a portfolio of 5+ software development projects simultaneously with budgets up to \$2 million.
- Facilitated all Agile/Scrum ceremonies, including sprint planning, daily stand-ups, and retrospectives, improving team velocity by 25%.
- Developed comprehensive project plans, roadmaps, and status reports for executive stakeholders.
- Identified and mitigated project risks, ensuring a 95% on-time delivery rate.

*Project Manager / Creative Minds Agency / Chicago, IL / May 2017 -  
July 2020*

---

- Led the end-to-end delivery of 15+ marketing campaigns for high-profile clients.
- Coordinated with creative, technical, and marketing teams to ensure alignment on project goals.
- Managed resource allocation and budget tracking using Asana, consistently delivering projects 10% under budget.

## Skills

- Agile, Scrum, Kanban, Waterfall
- Jira, Confluence, Asana, Trello, Microsoft Project

- Stakeholder Management, Risk Mitigation, Budgeting, Scheduling, Team Leadership, Process Improvement

## **Certifications**

- Project Management Professional (PMP) - Project Management Institute (PMI)

## **Education**

Master of Business Administration (MBA)  
State University, Anytown, USA | 2015 - 2017