



DEBRA JENKINS

CONTACT

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EDUCATION

MBA: Project Management
South College, Atlanta, GA

BBA: Business Administration
Middle Georgia State University,
Warner Robins, GA

CERTIFICATIONS

- Project Management Professional (PMP) | Project Management Institute (PMI)
- Certified ScrumMaster (CSM) | Scrum Alliance

SKILLS

- Project planning and execution
- Team leadership and management
- Budgeting and cost control
- Stakeholder communication
- Agile and Waterfall methodologies
- Process improvement
- Cross-functional collaboration
- Cost containment

PROFESSIONAL SUMMARY

Experienced project manager with 11 years of demonstrated success in leading cross-functional teams, delivering projects on time and within budget. Proven track record of driving process improvements and achieving quantifiable results. Adept at stakeholder communication and strategic planning.

WORK HISTORY

July 2017 - Current

Project Manager, Truenorth Corporation, Warner Robins, GA

- Lead a team of 15 professionals in executing software development projects, resulting in a 20% increase in on-time project delivery.
- Implement Agile methodologies, reducing project cycle time by 15% and enhancing team collaboration.
- Manage a portfolio of 10 projects simultaneously, achieving an average customer satisfaction rating of 95%.

March 2013- April 2017

Senior Project Coordinator, FootBridge Energy, Perry, GA

- Orchestrated the successful launch of three product lines, contributing to a 30% boost in company revenue within 12 months.
- Collaborated with marketing, resulting in a 40% increase in product awareness through coordinated launch campaigns.
- Created project roadmaps for staff, defining specific milestones and timelines to encourage timely project completion.

January 2010 - March 2013

Assistant Project Manager, BCS, Macon, GA

- Supported senior managers and department leaders by completing projects and problem resolution under tight budgets and schedule demands.
- Delivered high level of service to clients to both maintain and extend relationship for future business opportunities.
- Improved project efficiency by introducing standardized templates, resulting in a 25% reduction in project documentation time.