1. Managed and motivated project teams to promote collaboration and keep members on-task and productive.
2. Enforced alignment of project strategy with business objectives and made modifications to promote efficient project completion.
3. Identified innovative and automated approaches to routine tasks, making suggestions that were widely received.
4. Investigated and corrected or escalated project problems.
5. Operated under [Type] and [Type] frameworks to efficiently organize and carry out project tasks.
6. Built and utilized reporting systems to keep customers and management in loop with latest information.
7. Closely collaborated with project members to identify and quickly address problems.
8. Managed minimum of [Number] projects each year while maintaining adherence to budget, schedule and scope requirements.
9. Analyzed projects to determine resource requirements and procured necessary equipment and software.
10. Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
11. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
12. Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
13. Gathered requirements, defined scopes, allocated resources and established schedules meeting or exceeding project demands.
14. Diagnosed and repaired computer hardware and network systems.
15. Produced [Type] and [Type] reports each [Timeframe], updating customers and senior leaders on progress and roadblocks.
16. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
17. Identified issues, analyzed information and provided solutions to problems.
18. Used coordination and planning skills to achieve results according to schedule.
19. Demonstrated respect, friendliness and willingness to help wherever needed.
20. Led [type] team in delivery of [type] project, resulting in [result].