1. Adjusted project plans to account for dynamic targets, staffing changes and operational specifications.
2. Performed independent analysis and provided recommendations to overcome project obstacles.
3. Recruited, hired and supervised resources to staff project team.
4. Monitored progress and examined risks of various projects, including setting forth contingency plans.
5. Developed and followed baseline project plan and milestones for task completion.
6. Planned, executed and controlled assigned projects, ensuring work performed complied with contractual requirements.
7. Closely collaborated with project members to identify and quickly address problems.
8. Provided ongoing cost and estimate analysis reporting and managed cost allocation.
9. Maintained tactical control of project budgets and timelines to keep teams on task and achieve schedule targets.
10. Drove team's execution of quality management throughout division, improving process effectiveness, cost-effectiveness, resource and process efficiency.
11. Managed risk, investigated solutions and established project recovery plans.
12. Produced quality standards, checklists, report templates and processes.
13. Analyzed financial reporting systems and project schedules to proactively address potential problems.
14. Defined responsibilities and roles of [Number] team members.
15. Developed and trained junior team members by leveraging industry experience to achieve optimal project strategy.
16. Promoted project completion for new and remodeled [Type] locations.
17. Met with manager weekly to provide detailed project report and milestone updates.
18. Led team of engineers in providing design and engineering solutions to various clients and market sectors.
19. Led team of [Number] employees for critical [Type] project.
20. Implemented actions to mitigate risk by developing contingency and avoidance strategies.