

HARPER LEE

Associate Project Manager

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☎ (123) 456-7890

📍 Cincinnati, OH

🌐 [LinkedIn](#)

EDUCATION

Associate of Applied Science
in Management

Sinclair Community College

📅 September 2013 - April 2015

📍 Dayton, OH

SKILLS

- Smartsheet
- ClickUp
- Microsoft Teams
- Dropbox
- Microsoft Office 365
- Zapier
- Automate.io
- GitLab

CERTIFICATIONS

- Certified Associate in Project Management (CAPM)

WORK EXPERIENCE

Associate Project Manager

Medpace

📅 April 2019 - current 📍 Cincinnati, OH

- Led team of 5 to complete Phase II clinical trial for oncology drug, achieving all study milestones on-time.
- Oversaw daily stand-up meetings, **reducing communication errors by 13% and boosting task efficiency by 21%**.
- Conducted risk assessments and developed mitigation plans for 3 concurrent clinical trials, reducing potential delays by 36%.
- Automated project workflows with Zapier, reducing manual data entry errors by 26%.
- Utilized ClickUp to manage tasks and track progress, reducing miscommunications by 11%.

Project Assistant

Procter & Gamble

📅 April 2015 - July 2018 📍 Cincinnati, OH

- Managed project budgets and expenses per sponsor expectations, **reducing overruns by 17% and increasing profitability by 9%**.
- Maintained project files and documentation using Dropbox, reducing retrieval time by 33% and increasing project transparency by 15%.
- Executed market research and analysis, increasing project insights by 34% and decreasing potential risks by 22%.
- Facilitated team communication through Slack, increasing task completion efficiency by 16%.

PROJECTS

Community Manager

ArtisanAlley

📅 2018 - 2019

- Increased social media following by 44% in six months via targeted campaigns and collaborations with craft influencers.
- Boosted sellers on platform by 39% through targeted outreach and partnerships with local artisan associations.
- Created and managed customer referral program, resulting in 19% increase in customer acquisition.
- Coordinated and hosted online/offline events, including webinars and pop-up shops, increasing brand awareness and customer engagement.