

STEWART ROULETTA

Integrated Project Manager

✉ Stew@email.com

☎ (123) 456-7890

📍 Oakland, California

🌐 [LinkedIn](#)

EDUCATION

B.A.

Communications

San Francisco State University

📅 September 2014 - June 2018

📍 San Francisco, CA

🎓 GPA: 3.89

SKILLS

- Cost Management
- Task Management
- Risk Management
- Leadership
- Negotiation
- Written and Oral Communication
- Complex Problem-solving
- Organization

WORK EXPERIENCE

Integrated Project Manager

Dentsu Creative

📅 December 2020 - current

📍 San Francisco, CA

- Managed 100% of aspects of implementation projects for both packaged and custom configuration for enterprise customers
- Ensured all project records and artifacts reflected customer goals and project scope
- Led and communicated across customer teams and stakeholders to deliver results within 33+ packaged and custom project plans
- Presented 60+ project statuses to key stakeholders regarding tracking, project progress, issues/risks, and mitigation plans

Junior Project Manager

TDX Holdings, LLC

📅 November 2019 - December 2020

📍 Oakland, CA

- Supported 6 project managers in the execution of projects by supporting all phases of construction and budget management
- Managed project superintendence, management of field personnel and subcontractors, and quality control compliance
- Assisted 3 project managers in coordinating all contractual requirements, design drawings, and project specifications
- Analyzed market and competition, identifying external threats and 28+ opportunities for growth

Entry-Level Project Manager

RMA Group

📅 June 2018 - November 2019

📍 Concord, CA

- Performed initial review of 27+ new project requirements and identified project components
- Gathered project assessments from 3 internal teams to prepare detailed customer quotes
- Managed 100% of the development cycle, including technical design, development, and quality assurance
- Managed 100% of the User Testing cycle, including issue documentation, tracking, and resolution

CERTIFICATIONS

- Six Sigma Green Belt
- Certified Manager (CM)
- Certified Integrated Project Manager (CIPM)