

Name: Michael Johnson

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Objective:

A certified Project Management Professional (PMP) with a decade of experience leading cross-functional teams to deliver complex projects on time and within budget. Seeking a senior project manager role where I can apply my skills in strategic planning, risk management, and stakeholder communication to drive successful project outcomes.

Summary of Qualifications:

- **PMP and Certified ScrumMaster (CSM) certifications.**
- **Expertise in both Waterfall and Agile project management methodologies.**
- **Proven ability to manage project scope, schedule, budget, and resources effectively.**
- **Strong leadership skills with experience managing teams of up to 15 members.**
- **Proficient in project management software such as Jira, Asana, and Microsoft Project.**
- **Excellent problem-solving, negotiation, and stakeholder management abilities.**

Education:

Bachelor of Business Administration

Capital University, Capital City, State

Major: Operations Management

Professional Skills:

- **Methodologies: Agile, Scrum, Kanban, Waterfall**
- **Project Management Tools: Jira, Confluence, Asana, Trello, Microsoft Project, Smartsheet**
- **Core Competencies: Risk Management, Budgeting & Forecasting, Scope Management, Stakeholder Communication, Team Leadership, Process Improvement**
- **Software: Microsoft Office Suite (Advanced), SharePoint**

Experience:

Project Manager | Enterprise Solutions Ltd. (2017 - Present)

- **Managed the end-to-end delivery of a new CRM system implementation, a \$2 million project completed 10% under budget.**
- **Led a cross-functional team of 12, including developers, QAs, and business analysts, using an Agile-Scrum methodology.**
- **Developed detailed project plans, tracked progress, and provided regular status reports to executive stakeholders.**
- **Identified and mitigated project risks, ensuring minimal impact on project timelines.**
- **Facilitated all Scrum ceremonies, including sprint planning, daily stand-ups, and retrospectives.**

Project Coordinator | BuildIt Construction (2013 - 2017)

- **Assisted project managers in planning and executing commercial construction projects.**
- **Maintained project documentation, including contracts, schedules, and budget trackers.**
- **Coordinated with vendors, subcontractors, and clients to ensure smooth project flow.**
- **Prepared and distributed meeting agendas and minutes.**

Accomplishments:

- **Successfully delivered 15+ major projects with a cumulative budget of over \$10 million.**
- **Implemented a new project reporting process that improved stakeholder visibility and reduced meeting times by 20%.**

Certifications:

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

Languages:

- **English (Native)**