**Your Name**  
Email  
99 Example Street, Example Town, Example City, Zip Code

Phone/Cell Number ۰ Email

**Objective**

To seek a position with [Company Name] as a successful Project Manager. To utilize my expertise in project life cycles, planning, executing, controlling and closing projects delivering business value and delighting stakeholders.

**Professional Experience**

IT Project Manager

Company | Example City MM.YY - MM.YY

* Took charge of a multi-million systems integration which was successfully rolled out across 15 locations
* Successfully managed and won bid and project for six-figure project definition and design phase
* Managed of 60 employees across 4 locations including large offshore and third party contractors
* Led a team of technical staff through defining the requirements for several support applications for the use of customer services staff

**Assistant Project Manager**

Company | Example City | MM.YY - MM.YY

* Promoted from IT Technician to Assistant Project Manager, ahead of 13 other internal and external candidates
* Planned and designed a disaster recovery strategy for the company, a project which was highly commended by the management team
* Analyzed system requirements and developed a backup and restoration resolution in a 20% increase in system efficiency
* Produced detailed training documentation which aided a new system installation that was distributed to all staff members

**IT Technician**

Company | Example City MM.YY - MM.YY

* Relocated the network and office equipment including phone services resulting in a 50% cost reduction
* Provided database training in the company’s Head Office for all the sales teams helping towards a 35% increase in company profits

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**Technical Skills**

|  |  |
| --- | --- |
| Microsoft Office | Microsoft Project |
| Microsoft SharePoint | PHP |
| SQL | XHTML |
| Java Scrip | CSS |
| Visual Basic | Oracle |
| Cisco Pix Firewall |  |

**Certificates**

Prince 2 Certified

Project Management training (PMP) certification.

Microsoft Certified Professional (MCP)

**Memberships**

Name of Association

**EDUCATION**

Name of Institution- Location Date

Degree/Diploma/Certificate

References are available on request.