Full Nam

[Street, City, State, Zip] | [Phone] [Email Address]

**Career Summary**

Senior [IT/Telecom] Project manager with more than ten years of broad experience in the [ABC] business, experienced in leading and handling large scale projects in multi-functional areas and global basis, managing $50-$100 Million budget projects.

**Areas of Expertise**

* Possessed technical knowledge of the [project areas].
* Vast knowledge on budgeting, finance, [product technology], Internet, and BI applications.
* Experience with data management tools – MRP, SCM, ERP systems and Microsoft platform applications (MS Word, Excel, Power-point, MS Project); Cognos PM and other data analysis tools.

**Skills Summary**

* An experienced team leader with the ability to initiate/manage cross-functional teams and multi-disciplinary projects.
* Critical thinking | Decision making | Problem solving | Planning | Organizing | Executing
* Influencing | Leading | Negotiating | Delegating | Conflict resolution | Adaptability | Tolerance
* Fluent English

**Work Experience/Background**

Project Manager [Company] Philadelphia, PA 2003 – Present

* Led and developed full scale project plans and executions.
* Responsible for more than one cross-company project at a time.
* Defined the project scope of work, financial plan, its goals and delivery – Managed all aspects of the project business plan and budget.
* Managed the operational, financial and technological aspects of projects based on time-lines and work plans.

**Key Activities:**

* Identified resources required, assigned responsibilities and coordinated project staff directly and indirectly to ensure successful completion of the project.
* Tracked project deliveries using project management tools.
* Designed project documents to monitor project performance and ease of data retrieval.
* Reported on project progress and communicated relevant information to superiors.
* Tracked and resolved critical issues to minimize project risk factors.
* Prepared the QA procedure of the project.

**Project Staff/Clients:**

* Directed, supervised, supported and coordinated the project staff.
* Communicated extensively with clients, sub-contractors and vendors to establish cordial/effective working relationship.
* Followed up with clients to verify satisfaction.

**Education and Qualifications**

School – Location – Degree Date