

Full Name

[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