**Project Manager Sample Resume**

YOUR FULL NAME

Your mailing address

Your phone numbers

Your email address

**Objective**

Project manager in broad based technology and business process deployments.

**Profile Statement**

Certified project management professional with X years experience in project planning, implementation and execution. Proven ability to support multiple projects with medium to high complexity. Consistent track record of on-time and on-quality delivery.

**Offers the following excellent skills:**

efficiently synthesize project information and accurately establish project scope

set project costs and productivity benchmarks

successfully manage and control budgets up to $X

develop good working relationships with stakeholders at all levels to build consensus

effectively lead and coordinate project teams of up to X members

solve critical issues in a time-sensitive environment

proven quality assurance, risk management and change management expertise

Thorough knowledge of:

cross-functional project management concepts, methods and practices

information technology applications, processes, software and equipment

business systems design and business process management

testing techniques and methodologies

A results-driven professional with strong client-centric skills and an agile approach to project management.

**Work Experience**

Project Manager

JKH Advisory Services, Houston, TX

January 2011 - Date

plan, direct and co-ordinate activities of multiple projects ranging in value from $X to $X in the areas of IT, Systems Integration and Business Process Management and Re-engineering

responsible for the following projects ........

define project scope, objectives, staffing, resources and deliverables

develop project plans that identify key issues, approaches and performance metrics

plan and schedule project timelines and milestones

formulate risk management plans

assemble and coordinate multi-disciplinary project teams

lead and mentor up to X project staff

manage vendor relationships including negotiating and controlling contracts

track project deliverables

monitor quality assurance measures

control project variances through root cause analysis and correction

implement and manage project changes and interventions

manage and control project budgets

develop and present reports on project progress

maintain communication with project stakeholders and manage expectations

evaluate projects and assess results

Project Manager

Dalcom Technology, Dallas, TX

January 2004 - December 2010

responsible for management of all phases of client service projects in areas of information technology and business systems engineering

defined and documented business requirements and business processes

developed project plans identifying key dates and resource requirements for the following projects .........

assembled and directed project teams of X members

defined and controlled project budgets of up to $X

tracked key milestones and adjusted project plans accordingly

prepared and delivered reports and recommendations

worked with clients (name clients eg. Texas Industries ) to coordinate project systems testing, installation and support

Junior Project Manager

TexTec, Dallas TX

September 2000 - December 2003

reviewed, evaluated, formulated and executed project plans, schedules and budgets for small to mid-size IT and organizational projects

coordinated software design and development activities

managed project closing and ensured project deliverables achieved within time, cost and scope

Education and Certifications

University of Texas, Dallas,

Bachelor of Science Degree in Management Information Systems 2000

Project Management Professional Certification through Project Management Institute 2002

Technical Skills

MS Office

MS Project

knowledge of project management methodologies, techniques and tools

knowledge of information technology applications, systems and processes

knowledge of resource management policies and practices

knowledge of change management techniques

Core Competencies

organizational and planning skills

oral and written communication skills

data collection, analysis and management

problem assessment and analysis

critical thinking

decision-making

delegation

teamwork

negotiation

conflict management

adaptability