Full Name

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

**PROJECT MANAGER**

■ **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.

Performance and delivery greatly exceeded expectations.

■ **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

Master’s degree in Business Administration.

Post graduate advanced degree in [related field].

Bachelor’s degree in a technical/scientific discipline.

PMI – Certified Project Manager.