

Name Withheld

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Project Manager

Project Development • Quality Assurance • Process Improvement • Team Leadership

Recent master's program graduate with more than 15 years of experience in project management, engineering, and consulting. Dedicated professional with excellent analytical and troubleshooting skills and the ability to plan and conceptualize, resulting in significant cost savings, increased production capabilities and greater profitability. Exceptional communication skills; an approachable individual, skilled in interacting and collaborating with individuals from the line level to upper management.

Core Project Management Competencies

- Product Development
- Client Relations
- Sales & Marketing
- Process Improvement
- Lean Six Sigma
- Account Management
- Production Supervision
- ISO 9000
- Project Lifecycle
- Project Evaluations
- Implementation Scheduling
- Cost Reduction

Education

MS, Project Management, University of Wisconsin-Platteville
BS, Industrial Technology, University of Wisconsin-Platteville

Anticipated graduation: May 2012

Experience & Accomplishments

► **PRAIRIE HEALTH,** Lincoln, NE, 2006–2009 Regional healthcare provider

Project Manager

Managed projects in partnership with Business and IT units from inception through rollout and production. Assisted Business Manager with implementing project management processes and techniques as well as analyzing project metrics and performance and adhering to Prairie Health project management standards.

- **Project management.** Managed projects with a budget of \$1.8M and up to 100 staff members at hospitals, clinics and other locations throughout Nebraska, both on-site and remotely.
- **Broad project responsibilities.** Directed multiple projects including software implementations, upgrades and migrations.
- **Diverse project experience.** Managed all project lifecycle aspects, including requirements, design, development and implementation.
- **Quality assurance.** Determined progress of each project by applying weekly metrics and implementing corrective action if a particular project was not meeting expectations.

► **FALCON SOFTWARE,** Des Moines, IA, 2005–2006 Computer game developer

Project Manager

Managed innovative entertainment software development processes for PCs and next generation of PlayStation and Xbox gaming consoles. Assisted with internal development phases, including management, planning, scheduling, budgeting, staffing, programming, technology, audio, localization scheduling and management, QA database management, and final submission. Developed and tracked project timelines, implementing MS Project 2003 coupled with daily and weekly meetings.

- **Project management.** Managed projects with a budget of \$20M and up to 80 staff members.
- **Team collaboration.** Worked successfully with a wide range of project team members including programmers and designers across multiple project initiatives.
- **Quality assurance.** Tracked and solved bug problems and issues with DevTrak.
- **Process improvement.** Improved team productivity by streamlining the product build process, which helped reduce development time. Also synchronized project management processes by creating a structure that standardized development procedures.

Experience & Accomplishments, Continued

▶ **SELF-EMPLOYED**, Council Bluffs, IA, 2001–2005 Creator of custom storage furniture

Contractor

Designed, manufactured and installed custom storage furniture; performed related carpentry work.

- **Purchasing.** Managed purchasing for a variety of projects, including powder coating and plating.
- **Process improvement.** Implemented initiatives resulting in improved quality and cost reductions.

▶ **ENRIGHT MFG.**, Storm Lake, IA, 1999–2001 ISO 9000 manufacturer of kitchen products

Project Manager & Manufacturing Engineer

Directed company’s strategic product development and engineering initiatives. Interacted with management team to gather and validate project requirements, translating business needs into executable manufacturing solutions. Proactively managed project schedules using MS Project and mitigated risk to ensure meeting deadlines. Updated project-related ISO 9000 documents to reflect continuous improvement process.

- **Project management.** Managed projects from conception to completion, ranging from \$50K to \$1M.
- **Team leadership.** Directed project teams comprised of 3 to 25 individuals, each assigned with specific project tasks and deadlines.

▶ **IMED**, Sioux City, IA, 1998–1999 Provider of project and manufacturing engineering services

Project Engineering Manager

Managed client project accounts, including activities and resources as projects commenced. Guided clients through ISO 9000 process to meet registration requirements. Gathered pre-sale information and defined project scope, timeline and cost estimates. Developed proposals and delivered customer presentations.

- **Manufacturing improvement.** Devised structured, client-specific manufacturing improvement programs, including ISO 9000 as well as various product design and development initiatives.
- **Client relations.** As an Account Manager, acted as a single customer contact point, addressing conflicts between client expectations and actual work output, resulting in greater customer satisfaction.
- **Cost control.** Met program cost objectives, tracked program performance through earned income, and implemented a cost-reporting system as well as other cost-tracking methods.

▶ **KENNISTON, INC.**, Marshalltown, IA, 1995–1998 ISO 9000 manufacturer of healthcare products

Manufacturing Engineer

Provided day-to-day assistance with continuous improvement, product design, estimating, quality assurance and process improvement initiatives, as well as technical support. Performed in lead engineer roles both with assembly and packaging and with plant layout and work cell development.

- **Cost savings.** Achieved \$1M savings through an assembly and packaging redesign project.
- **Packaging design.** Developed a package design that significantly reduced shipping damage claims, resulting in \$500K in annual savings and a 50% reduction in packaging labor.
- **Just in Time management.** Implemented JIT delivery of packaging raw materials, an effort that helped eliminate the need for large inventory storage space.
- **Plant layout and workflow redesign.** Completed plant layout and work cell development project, which included a re-engineered layout and process flow improvements; overall redesign efforts resulted in \$40K in annual savings.

Certifications & Technical Skills

Certifications: Lean Six Sigma Green Belt – Prairie Health, Lincoln, NE; Project Management – University of Wisconsin, Madison, WI.

Technical skills – Computer: MS Project, MS Project Server, SharePoint, QuickBase, ProSight, MS Office. Manufacturing quality: ISO 9000, Kaizen, Kanban, Lean Manufacturing, JIT.