**Name**

Email • Phone • City, State

Fully Work Authorized • No Visa Sponsorship Required • Open to Relocation

**PROFESSIONAL SUMMARY**

Project Manager with (#) years of experience in \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ *(*enter 2-3 most important key skills or types of projects you’ve done: implementation, design, development, upgrades, etc.)

**Key Skills:**

* Certifications you have:PMP, ITIL, ISO, Scrum Master, etc.
* Project management experience you have: budgeting, planning, managing a team, quality/cost control, purchasing, timelines/milestones
* Experience with project management methodologies such as Agile and Waterfall
* Communicating with contractors/clients/vendors, etc.
* Include software you know: MS (Project, Visio), SharePoint, Salesforce, etc.

*\*Add more categories if necessary\**

**PROFESSIONAL EXPERIENCE**

**Position Title** **Start Month/Year – End Month/Year**

**Company Name,** City, Country

*Type of business, type of projects company specializes in if applicable, information on the business size if applicable (how many offices, offices in how many countries, etc.), and number of employees*

* Number of projects you worked on/contributed to in total, what type (implementation, design, development, upgrades, etc.) and a range of the project budgets, in USD, if you know them (i.e. USD $3-4M)
* How you contributed to projects: what phase of the project (design, development, implementation, maintenance, etc.), what specific actions (estimation of timeline/cost, delegation of work, project coordination, presentations to management/client, etc.), and with what impact/results, in what timeframe?
* How did you manage/implement project management methodologies? (For example, with Agile: sprint planning, retrospectives, reviews, etc.). To what impact/results? In what timeframe?
* How many employees did you manage in this position? And what types of staff (types and number of engineers, designers, technicians, business analysts, etc.)
* Who you worked with/liaised with: designers, managers, teammates, clients, government authorities, and other stakeholders? Why/for what purpose?
* What types of documentation/reports/presentations you prepared (business requirement docs, progress updates, reports etc.), and who did you submit these to? To what impact/result?
* List 1-3 specific accomplishments, if relevant, using **actions, results,** and **timeframe** to specify: did you save any money for a client, implement a new process that increased efficiency, reduce the timeline for a project by improving the design, etc.? What technologies did you use in these accomplishments?

***Projects:***

It is helpful to provide the information for a few projects that you have worked on. Focus on the largest projects that you were responsible for, and do not list more than 4

1. Provide a name for the project that summarizes the type of work (e.g., Retail App, Tech Implementation/Upgrade, Database Installation, etc.)
2. Specific result of project (e.g., reduced costs by $X, increase efficiency by X time, etc.)
3. The project budget, in USD, if you know it

*\*Repeat as necessary, listing work experience in chronological order starting with your most recent position\**

**ADDITIONAL WORK EXPERIENCE**

**Survival Job/Volunteer Position Title, Company Name,** City, State **Start Month/Year – End Month/Year**

**EDUCATION**

**Highest Degree Title Year of Graduation**

**Name of University**, City, Country

*Description of the university including any relevant rank the university held and accreditation*

*\*Continue listing degrees (Bachelor or above) if you have them, using this format, with most recent degree at the top\**

**PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

* List relevant courses, certifications, or seminars, Institution **Year of Membership/Certification**