Your Name

Address • City, ST • 000-000-0000 • **yourname@gmail.com** • LinkedIn URL

PROFESSIONAL SUMMARY

Effective, certified Project Management Professional with comprehensive technical and business skills. Record of boosting efficiency by identifying opportunities and implementing optimized processes. Outstanding management, team building, and communication skills. Core strengths include:

- Strategic & Tactical Planni
- Project Management
- Client/Vendor Relations
- Team Building & Leadersh
- Sales & Marketing
- Financial Reporting
- Contract Negotiations
- Public Relations
- Staff Management

TECHNICAL SKILLS

Microsoft Office • Databases • HTML & CSS • SEO • Project Management Software

EXPERIENCE

Project Manager   2009 – Present

Charles Schwab & Co., Inc | City, ST

- Managed a multi-product web-based implementation worth $300,000. Completed the project on time and under budget.
- Succeeded in bringing lagging project back on track within four weeks. Restaffed project and provided strong, decisive leadership.
- Accomplishment #3
- Accomplishment #4

Business Manager   2006 - 2009

Clear Channel Communications | City, ST

- Proactively recruited and trained competent staff members and team, including special teams for the development and implementation of new programs.
- Spearheaded implementation of new computer system designed to automate processes and enhance efficiency.
- Accomplishment #3

Client Relations Specialist   2003-2006

Continental Vending | City, ST

- Identified potential clients, prepared and delivered presentations, and performed on-site and cold-call sales and marketing, consistently exceeding quarterly sales goals.
- Implemented first client satisfaction survey for the company and presented results to management resulting in updated procedures and additional training.
- Accomplishment #3

EDUCATION & CERTIFICATIONS

Bachelor of Science in Business Management   2022

School Name, City, State

CompTIA Project + Certified   2021

PROFESSIONAL ASSOCIATIONS, MEMBERSHIPS or VOLUNTEER EXPERIENCE

(Relevant to the position to which you are applying—otherwise do not include this section)