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Profile

Project manager with more than 10 years of experience in the IT and construction industries. Extensive experience managing projects valued at more than \$1 million and a certified Project Management Professional. In-depth knowledge of best practices in controlling project costs, ensuring timely completion of projects and allocating project resources effectively.

Professional Experience

Senior Project Manager, Tetronics Solutions, Santa Fe, NM

June 2013 - Present

- Oversee a team of 15 project management professionals
- Demonstrate effective planning, scheduling, monitoring and controlling skills to ensure projects are completed on time
- Prepare accurate budgets by determining which tasks need to be completed, what materials are required for each task and determining the expected cost of materials and labor
- Build lasting relationships with clients, ensuring a source of steady revenue

Project Manager, IT Institute of Santa Fe, Santa Fe, NM

December 2007 - June 2013

- Demonstrated effective project management skills, especially as related to budgeting and controlling costs
- Prepared project estimates by researching the cost of project materials, services provided by outside vendors and internal labor resources
- Generated additional revenue for the company by responding to requests for proposal and conducting pitch meetings
- Supervised a project manager assistant and two clerical employees

Education

Bachelor's Degree in Business Administration

New Mexico State University Las Cruces, NM, May 2006

Key Skills

- Controlling costs by requesting estimates from multiple vendors and ensuring that clients approve any expected overages
- Developing positive relationships with key stakeholders
- Excellent oral and written communication skills
- Extensive experience using cloud-based applications and software programs to monitor project progress and costs
- Managing teams of project management professionals and clerical staff

Certifications

Project Management Professional, Project Management Institute, September 2017