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Profile

Project manager assistant with three years of experience and excellent communication skills. Experience carrying out the main functions of a project manager, including scheduling tasks, monitoring project progress, preparing cost estimates and allocating project resources to team members. Completed B.A. in Applied Science with a concentration in project management at Arizona State University.

Key Skills

- Extensive knowledge of project management best practices, as demonstrated by successful completion of the Certified Associate in Project Management exam
- Creating project estimates and overseeing budgetary requirements for client projects
- Proficient in Microsoft Excel, Microsoft Project, LiquidPlanner and other tools used to manage complex projects
- Keeping project costs in check by obtaining estimates from multiple vendors and monitoring project progress to ensure costs do not exceed estimates
- Reviewing invoices to identify double charges and other inaccuracies to reduce overall project costs

Education

Bachelor's Degree in Applied Science (Project Management), 3.78 GPA

Arizona State University Phoenix, AZ, May 2017

Completed project management internship with Phoenix-based consulting firm

- Created project proposal packages and sent them to customers
- Supported project managers by reviewing invoices, making payments to outside vendors and ordering materials for outside projects
- Entered purchase orders into the firm's accounting system

Professional Experience

Project Manager, Gryphon Consulting Corp., Phoenix, AZ

June 2017 - Present

- Manage, on average, four complex projects per year worth \$750,000 in revenue to the firm
- Demonstrate project management skills by preparing cost estimates, scheduling project tasks, allocating resources to team members, overseeing a project assistant and monitoring projects to ensure they are completed on time and within the budget approved by each client
- Generate additional revenue for the firm by suggesting project upgrades and identifying lower-cost service providers