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Profile

Project manager with a background in computer science, extensive experience working in an application development environment and the Project Management Professional certification from the Project Management Institute. Excellent communication skills and strong attention to detail, especially when preparing cost estimates and identifying ways to avoid cost overruns. Experience using software and cloud-based applications to track projects and control costs.

Professional Experience

Construction Project Manager, Smithson Development Company, Los Angeles, CA

July 2015 - Present

- Oversee the completion of construction projects worth an average of \$3 million
- Coordinate internal resources and outside consultants to ensure timely completion of construction projects
- Manage changes to the project schedule, project budget and project scope
- Build strong relationships with clients, vendors and other stakeholders

Project Manager Assistant, Lee Consulting Company, Pasadena, CA

May 2013 - July 2015

- Supported project managers by delivering completed proposals, answering client phone calls and reviewing invoices
- Responded to requests for proposal by gathering estimates and other documentation
- Ordered project materials and ensured they were routed to the appropriate project manager
- Entered project expenses into accounting system

Education

Master's Degree in Business Administration

University of California, Berkeley Berkeley, CA, May 2015

Bachelor's Degree in Computer Science

Caltech Pasadena, CA, May 2013

Key Skills

- Building lasting relationships with clients, increasing lifetime customer value and generating additional revenue
- Controlling costs by preparing accurate estimates and allocating resources effectively
- Managing project teams, including multiple project managers and assistants
- Planning, scheduling, monitoring and budgeting
- Project management with software and cloud-based applications

Certifications

Certified Associate in Project Management, Project Management Institute, July 2015