

Mark Marsit

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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.

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

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

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