

MILES BATEMAN

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.

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SENIOR PROJECT MANAGER

Tetronics Solutions, Santa Fe, NM
June 2013 - Present

PROFESSIONAL EXPERIENCE

- 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