

# Kariann White, MBA

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Collaborative Project Manager with 7+ years of experience. Skilled at preparing clear budget estimates and pinpointing best ways to avoid cost overruns. Experience using software and cloud-based applications to track projects and control costs. Project Management Professional (PMP). Master of Business Administration.

## Education

Master of Business Administration  
University of California, Berkeley | 2015

Bachelor of Computer Science  
Caltech Pasadena, CA | 2013

## Key Skills

- Budgeting & Cost Accounting
- Client Relations Management
- Cross-Functional Collaboration
- Project Management Software
- Stakeholder Relations Management
- Targeted Resource Allocation
- Team Leadership & Motivation
- Work Planning & Scheduling

## Certifications

- Certified Associate in Project Management, Project Management Institute | 2015

## Language

- Fluency in Spanish

## Professional Experience

Construction Project Manager  
Smithson Development Company, Los Angeles, CA | July 2015 to Present

- Oversee construction projects worth \$3M on average
- Coordinate internal resources and outside consultants to ensure timely project completion
- Manage any changes to project scope, schedule, and budget
- Forge strong relationships with clients, vendors, and other stakeholders

### Highlight:

- Established new system for separate tracking of project next steps and client appointments. Measure led to better internal communications and a more seamless customer experience

Project Manager Assistant  
Lee Consulting Company, Pasadena, CA | May 2013 to July 2015

- Delivered proposals, answered client calls, and reviewed invoices
- Responded to RFPs by gathering estimates and other documentation
- Ordered and routed project materials to the appropriate manager
- Entered project expenses into accounting system