

MILES BATEMAN

Project Manager with 15+ years of experience in the IT and construction industries. Consistent success managing projects valued at more than \$1M. Skilled at reducing project costs, meeting tight deadlines, and allocating diverse resources. Certified Project Management Professional.

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PROFESSIONAL EXPERIENCE

SENIOR PROJECT MANAGER

Tetronics Solutions, Santa Fe, NM | June 2013 to Present

- Oversee and motivate a 15-member project management team
- Plan, schedule, and closely monitor each project to ensure timely completion
- Prepare accurate budgets based on careful review of project goals, materials, and labor resources
- Foster lucrative, long-term client relationships

Highlight:

- Established a more comprehensive system for tracking status of each project, raising overall efficiency by 15%

PROJECT MANAGER

IT Institute of Santa Fe, Santa Fe, NM | December 2007 to June 2013

- Prepared project estimates by researching cost of materials, vendor services, and internal labor resources
- Generated revenue by responding to RFPs and conducting pitch meetings
- Supervised one project manager assistant and two clerical employees

Highlight:

- Used Clarizen cloud-based project management tool to improve team efficiency and collaboration

EDUCATION

Bachelor's Degree Business Administration

New Mexico State University, Las Cruces, NM | 2007

KEY SKILLS

- Cloud-Based Applications
- Cost Reduction & Elimination
- Cross-Functional Team Leadership
- Customer Relations & Service
- Reporting & Documentation
- Stakeholder Relations Management
- Vendor Contract Negotiations

CERTIFICATIONS

- Project Management Professional, Project Management Institute
- Certified Project Manager, International Association of Project Managers
- Project+ Certification, CompTIA