

CECELIA BONNER

Diligent senior project manager with 8+ years' experience managing construction projects and two years in a senior position. Organized and efficient with a proven track record for managing multiple complex projects simultaneously. Inspiring leader with a strong aptitude for nurturing talent and holding team members accountable for punctual task delivery.

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UT 32109
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(890) 123-4567

PROFESSIONAL EXPERIENCE

SENIOR PROJECT MANAGER

Big-D Signature, Park City, UT
March 2019 - Present

- Lead large teams to oversee construction projects to tight deadlines, completing 100% of deliverables on time or ahead of schedule in 2020
- Identify potential risks to project timelines and develop contingency plans to cover all possible eventualities
- Contribute to proposals and conduct fact-finding meetings to create project management plans that perfectly suit the clients' needs
- Negotiate with contractors to secure the most competitive rates, cutting overall spending by 32% over two years

PROJECT MANAGER

Bridgwater Consulting Group, Park City, UT
July 2012 - March 2019

- Assisted senior management team to generate and review project schedules
- Worked collaboratively to find solutions to complex issues that posed a threat to timely project delivery
- Provided attentive and professional customer service and answered all client queries promptly
- Acted as a point of contact between multiple departments and contractors and maintained strong working relationships

EDUCATION

Bachelor of Science in
Construction Management
Utah State University, Logan, Utah,
September 2008- June 2012

KEY SKILLS

- Project scheduling
- Risk management
- Assertive and motivational leader
- Budget management
- Contract negotiation
- Mentorship and training