

SUMMARY

- Creative Project Management Professional with 15+ years of experience delivering high-quality projects to clients on time and within budget.
- Worked collaboratively with stakeholders to achieve an average project completion rate of 5% ahead of schedule and 10% under budget at Moosetown Communications.
- Developed and implemented a risk management plan that reduced project risks by 25% and mitigated project delays over a 12-month period at IOC Company.
- Received Volunteer of the Year Award at Habitat for Humanity in 2019

WORK EXPERIENCE

MOOSETOWN COMMUNICATIONS

- Led the successful execution of 20+ high-profile projects, with a combined budget of over \$50 million.
- Achieved an average project completion rate of 5% ahead of schedule and 10% under budget.
- Managed a team of up to 20 project coordinators, providing mentorship and guidance to ensure project success.
- Implemented a new project management methodology that resulted in a 15% increase in project efficiency and a 20% reduction in errors.

SENIOR PROJECT MANAGER

October 2023 - Present

IOC COMPANY

- Managed 10+ complex projects with budgets ranging from \$1 million to \$10 million.
- Successfully delivered all projects on time and within budget, resulting in a 100% client satisfaction rate.
- Developed and implemented a risk management plan that reduced project risks by 25% and mitigated project delays.
- Led a cross-functional team of 10+ project coordinators and engineers, ensuring effective communication and collaboration throughout the project lifecycle.

PROJECT MANAGER

March 2010 - October 2015

RADIANT REALTY SERVICES

- Assisted in the management of 5+ projects with budgets ranging from \$500,000 to \$1 million.
- Coordinated project timelines and deliverables, resulting in a 95% on-time delivery rate.
- Collaborated with project stakeholders to identify and address project risks, resulting in a 15% reduction in project delays.
- Developed and implemented a new project tracking system that improved project visibility and accountability.

PROJECT COORDINATOR

May 2006 - March 2010

EDUCATION

UNIVERSITY OF PHOENIX

CERTIFIED PROJECT MANAGEMENT PROFESSIONAL (PMP)

January 2022 - September 2022

UNIVERSITY OF PHOENIX

MASTERS IN PROJECT MANAGEMENT

August 2003 - May 2006

UNIVERSITY OF ARIZONA

BACHELOR'S IN COMMUNICATIONS

August 1999 - May 2003

SKILLS

Project Planning and Execution
Team Management
Communication
Collaboration

INTERESTS

I love to cook and try new recipes. I also enjoy hiking and camping-anything that gets me and the family outdoors. In my free time, I also volunteer with Habitat for Humanity.