

Example of Managerial Resume

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PROFESSIONAL SUMMARY

Resourceful technical project manager skilled in streamlining operations and maintaining schedules to ensure maximum customer satisfaction and business revenue. Expertise in coordinating diverse teams and resources to complete objectives. Organized and detail-oriented with a proactive and hardworking nature.

SKILLS

- Resource planning
- Scheduling
- Requirements gathering
- Process improvements
- Skilled negotiator
- Agile/Scrum
- Confident decision maker
- Proficient communicator
- Collaborative leader
- Knowledge of design and development

WORK HISTORY

TECHNICAL PROJECT MANAGER | 10/2009 to Current

BNY Mellon - Pittsburgh, PA

- Oversee 100 projects across all phases of development.
- Monitor workflow and make timeline adjustments as needed.
- Work as part of an interdisciplinary team to achieve project milestones.
- Collaborate with development to plan project sprints.
- Develop status reports, cost estimates and resource plans.
- Make vital decisions and drive decision making across projects.
- Implement and maintain development best practices.

ASSISTANT TECHNICAL PROJECT MANAGER | 04/2005 to 09/2009

Pinnacle Group Inc, - Pittsburgh, PA

- Managed resources and capacity for 20 projects.
- Supported development and software quality assurance to ensure optimal progress and product stability for end users.
- Trained five team members on development processes.
- Coordinated with customers to gather requirements and managed expectations.
- Set and adjusted project milestones.

HELP DESK ASSOCIATE | 01/2003 to 03/2005

Calibre Solutions - Pittsburgh, PA

- Answered client calls regarding usability issues and software errors, saving 25% of the assigned budget.
- Documented errors and customers' questions, and escalated them appropriately.
- Provided detailed information on software functionality and intended operations.

EDUCATION

Carlow University - Pittsburgh, PA | Bachelor of Science

Business Administration

- Project Management