

---

## Associate Project Manager Resume

---

### Job Objective

Qualified Associate Project Manager seeking situation that allows me to use my knowledge to gain business for the company and to bring about positive change.

---

### Highlights of Qualifications:

---

- Admirable experience in managing project for ad agency, maintaining e commerce project and administered traffic for ad agency
  - Exceptional knowledge of print, web and other production tools
  - Deep knowledge of web user interface
  - Wide knowledge of advertising and marketing principles
  - Ability to manage multiple projects and prioritize work
  - Ability to adapt to new software effectively
  - Ability to juggle multiple priorities and projects
  - Excellent communication skills in both oral and written forms
  - Ability to work independently as well as in a team
- 

### Professional Experience:

---

Associate Project Manager  
EMC Corporation, Charlotte, NC  
October 2008 – Present

- Administered web creative projects such as direct mail, online ads and print ads.
- Coordinated with clients and determined various business strategies and prioritized it.
- Established schedule of work allocated required resources and managed information.
- Prepared schedule for projects monitored effective working and ensured compliance to deadlines.
- Participated and facilitated project meetings.
- Monitored all work and ensured compliance to all creative deadlines.
- Analyzed processes, recommended changes and provided enhancements to various applications.
- Prepared weekly reports to be submitted to management.

Project Coordinator  
Scholle Corporation, Charlotte, NC  
August 2003 – September 2008

- Coordinated with project manager and design director for completing projects and managing all materials and timelines.
- Monitored all purchase orders and scheduled it in assistance with Project Manager.
- Provided support to Project Manager in creating briefs and evaluated performance in meetings.
- Developed and maintained project folders for various internal systems.
- Participated in various internal meeting and prepared summaries for meetings.
- Administered projects and monitored all changes in status.

Traffic Specialist  
WellPoint, Inc, Charlotte, NC  
May 1998 – July 2003

- Developed master project list and provided updates on a regular basis.
  - Prepared production schedules and ensured work according to deadline.
  - Coordinated with various departments and ensured efficient progress for projects.
  - Monitored all in house programs and administered required information for all researches.
- 

### Education:

---

Bachelor's Degree in Business – Management  
Buffalo State College, Buffalo, NY

[Build your Resume Now](#)