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## Business Project Manager Resume

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### Job Objective

To obtain a position as Business Project Manager with your company so that I can act on the skills and experience I have obtained in past positions.

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### Highlights of Qualifications:

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- Remarkable experience in developing and maintaining databases for various business intelligence concepts
  - Deep knowledge of process redesign and analysis
  - Sound knowledge of relational databases and PMO
  - Ability to analyze process and develop plans to mitigate risks
  - Ability to resolve all technical issues in process
  - Ability to multitask and complete work within deadline
  - Ability to lead both large and small teams
  - Ability to establish project goals and validate various processes
  - Ability to multi-task and lead multiple projects simultaneously
  - Strong interpersonal and leadership skills
  - Proficient with SQL server PMO and associated languages, as Microsoft Word, Microsoft PowerPoint, and Microsoft Excel
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### Professional Experience:

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Business Project Manager  
CACI International, Inc., Altamonte Springs, FL  
October 2008 – Present

- Managed various function teams for working on acquisition and re engineering projects.
- Maintained work according to acquisition best practices and ensured achievement of business goals.
- Coordinated with various teams and prepared schedule for projects, estimated budget and designed project goals.
- Ensured compliance to project schedule and budget.
- Identified project issues, prioritized requirements and ensured compliance to same and assisted in managing risks.
- Administered working of project plan and managed schedule for same.
- Monitored changes made in schedule and budget and documented changes in change control process.
- Assisted in improving project efficiency with help of various innovative ideas.

Business Project Analyst  
MISI Company, Altamonte Springs, FL  
August 2003 – September 2008

- Analyzed business process and provided efficient use of resources to benefit customers.
- Planned and implemented various business applications and updated process accordingly in business requirement.
- Provided support to project and marketing department for execution of various business applications.
- Designed project specifications and implemented applications to upgrade or improve working of effective application systems.
- Developed test scripts and conducted tests on projects to ensure accuracy of data.
- Documented business process and changes prepared flow charts for various processes.

Business Project Specialist  
Xcitek Consulting, Altamonte Springs, FL  
May 1998 – July 2003

- Assisted in planning and defining key metrics for business improvement and defined cost effective methods.
  - Analyzed business process and documented various business functions that require change.
  - Identified issues in processes and assisted in its resolution.
  - Performed ad hoc analysis for various Merchandise Management teams.
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### Education:

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Bachelor's Degree in Business – Management  
Missouri Southern State University, Joplin, MO

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