
FEDERAL PROJECT MANAGER RESUME

Summary:

An experienced project manager with years of success in promoting strategic vision through strategy, design, and architecture; Innovative professional with proven ability to identify, analyze, and solve problems to increase customer satisfaction and control costs through expertise in program development and management, product development and marketing and new media strategy and architecture.

Professional Experience:

Federal IS Project Manager January 2007 – Present
Department of State, Albany, NY

Responsibilities:

Led and managed projects in a multidisciplinary environment to support clients in the application of technologies including software, data management and IT infrastructure solutions.
Delivered project objectives and met all key performance indicators.
Ensured that changes to the project scope are in line with the business focus.
Managed context of the project, including risks.
Managed low-risks projects.
Provided deliverables within time and budget deadlines.

Associate IS Project Manager May 2004 – December 2006
Livingston International, Valley Stream, NY

Responsibilities:

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Livingston International, Valley Stream, NY

Education:

Master of Science in Information Technology
Stanford University, CA, 1999
Bachelor of Science in Computer Information System
Stanford University, CA, 1997

Skills:

- Proficient in MS Office Word, Excel, PowerPoint
- Skills in people management
- Proficiency in verbal and written communication
- Effective organizational skills

- Very systematic and structured
- Multilingual capacity

Awards and Honors:

Dean's Lister, Stanford University, 1997

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