
Freelance Project Manager Resume

Job Objective

Experienced Freelance Project Manager seeking employment with reputable organization where my skills and training can be a positive contribution to company.

Highlights of Qualifications:

- Remarkable experience in managing project and preparing budget for it
 - Sound knowledge of risk management processes
 - Profound knowledge of Microsoft Project
 - Ability to allocate appropriate resources for project
 - Ability to resolve all issues
 - Ability to manage simple and complex projects
 - Ability to provide training to employees
 - Ability to perform required negotiation
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Professional Experience:

Freelance Project Manager
Friedman Williams Group, Waldorf, MN
October 2008 – Present

- Designed project deadline and budget for projects.
- Analyzed new business projects and requirements.
- Maintained and provided update to stock art purchase orders.
- Developed purchase order such as purchasing images.
- Coordinated with art director and determined cost of art images.
- Prepared project status reports for management.
- Scheduled and evaluated all project deliverables.
- Documented project scope and recommended proposals.

Freelance Project Lead
Creative Circle, LLC, Waldorf, MN
August 2003 – September 2008

- Coordinated with project team and developed project schedule.
- Determined and estimated all processes and tools.
- Assisted clients to document client key points.
- Managed all communication with various team members.
- Documented status reports and invoices and evaluated it.
- Monitored project financial lifecycle and prepared estimates.

Freelance Project Service Engineer
SANKYNET LLC, Waldorf, MN
May 1998 – July 2003

- Provided support to all client deliverable deadline.
 - Maintained knowledge on internal objectives and achieved it.
 - Managed communication with clients and technical staff.
 - Provided subject matter expertise to all clients and publishers.
 - Performed troubleshoot on all advertising campaigns.
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Education:

Bachelor's Degree in Business Administration
Granite State College, Concord, NH

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