
IMPLEMENTATION PROJECT MANAGER RESUME

Jason Hunter
2791 Center Avenue
Fresno, CA 93721
(123) 715-6196
Email : [email]

Career Goal:

A highly talented and resourceful professional seeking the position of an Implementation Project Manager to help in Organizational development utilizing my skills in MS project, Outlook, internet technologies and HR management.

Technical Skills:

Outstanding knowledge of management of various functions including:

- Project Management
- Change Management
- Customer Account Management

Proficient in utilizing internet web technologies like:

- E-commerce
- Online Banking

Adroit in using computer software:

- MS power point
- MS Word, Excel
- MS outlook

Quick and brilliant with software tools including:

- MS Project
- CA- Super Project

Solid understanding of tools and technologies like:

- QuarkXpress
- Blaise, Eclipse
- Oracle Business Intelligence

Crystal clear with various guidelines including:

- ICH, FDA
- HEDIS, QARR
- GCP

Familiarity with Medical coding dictionaries:

- WHODD
- COSTART
- MeDRA 5.0/ 6.0

Strong abilities to:

- Effectively perform financial analysis
- Interpret and apply new technologies

Relevant Experience:

Implementation Project Manager
HireRight, Inc.
January 2012 – Present
Fresno, CA

- Assisted in development of effective execution of client conversion strategies.
- Participated in all phases of software product development lifecycle along with overall management.
- Prepared project plans, schedules, estimates, designs and communication documentation.
- Implemented procedures for schedule compression and resource leveling of existing systems.
- Provided assistance for identification and resolution of problems in coordination with project teams.
- Supported team members in proper delivery of progress reports, requirements and proposals.
- Coordinated with teams for defining project structures, staffing plans and processes.
- Conducted performance reviews on quarterly basis to suggest feedback and inputs to management.

Implementation Project Manager
Thelan, Inc.
November 2010 – January 2012
Washington, DC

- Assisted in preparation and execution of project work plans as per changing needs.
- Implemented procedures for definition of project scope and deliverables in coordination with senior management.
- Executed processes for identification of existing resources according to individual responsibilities.
- Provided assistance for complete review of deliverable before actual presentation before customers.
- Supported team members in development and delivery of project reports, proposals and requirements documentation.
- Coordinated with teams for daily monitoring of overall performance relating to COS resources.
- Formulated procedures for tasks such as plan updates, resource requests and change control.
- Participated in multiple areas such as work scope management, human resource management and contract management.

Educational Background:

Master's Degree in Computer Science
Southern Oregon University
August 2008 – May 2010
Ashland, OR

Professional Certification:

Project Management Professional (PMP) July 2010

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