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## PMO Administrator Resume

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### Job Objective

PMO Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

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### Highlights of Qualifications:

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- Remarkable experience in formulating reports for senior management
  - Huge knowledge of enterprise database software applications and Planview Project Management software
  - Steep knowledge of key project artifacts and industry standard
  - Familiarity with Microsoft Office 2007
  - Amazing ability to multitask and present point of view
  - Outstanding ability to coordinate with all levels of personnel
  - Excellent organizational and time management skills
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### Professional Experience:

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PMO Administrator

Online Resources Corporation, Defiance, OH

November 2007 – Present

- Gathered department specific data.
- Formulated monthly department reporting package.
- Drafted various reports for department.
- Handled department inquiries and managed project data.
- Outlined department surveys and imparted administrative support.

PMO Administrator

Eaton Aerospace, Defiance, OH

December 2003 – October 2007

- Corresponded Project Review Meetings.
  - Aided Resource Management process.
  - Maintained Excel Resource Management Charts.
  - Managed PROLaunch data repository.
  - Coordinated with Project Managers.
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### Education:

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Bachelor's Degree in Project Management

West Virginia State University, Institute, WV

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