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## Project Management Consultant Resume

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### Job Objective

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Seeking a Project Management Consultant position that offers an immediate challenge, career opportunity, and advancement.

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### Areas of Excellence:

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- Remarkable experience of management reporting tools
  - Huge knowledge of project management
  - Proficient with project management software, Lotus Notes, Domino, Microsoft Office Excel, Word, Outlook
  - Deep knowledge of developing and managing work plans
  - Ability to use extensive project analytical tools
  - Ability to lead and facilitate multiple activities and resources
  - Familiarity with project management tools
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### Professional Experience:

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Project Management Consultant  
Sun, Salem, MA  
August 2005 – Present

- Administered project activities and milestones.
- Recognized changes in scope and ensured apt planning measures.
- Coordinated with company and corporate partners.
- Corresponded with stakeholders and outlined problems.
- Imparted aid in resolving program challenges.

Project Management Consultant  
Marine, Inc., Salem, MA  
May 2000 – July 2005

- Imparted system administration support.
  - Administered proof of concept pilot projects.
  - Handled client accounts, stakeholders and projects.
  - Formulated project, program and portfolio status reports.
  - Extended Enterprise Project Management training.
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### Education:

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Bachelor's Degree in Business Administration  
Central Connecticut State University, Connecticut, CT

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