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## Project Management Executive Resume

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### Job Objective

Want to work as Project Management Executive and contribute towards the success and growth of your company.

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### Highlights of Qualifications:

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- Substantial experience of delivering project management and administrative support services
  - In-depth knowledge of project planning and financial analysis practices
  - Operational knowledge of computers, MS Word, MS Outlook, and MS Excel programs
  - Familiarity with vendor negotiations and customer service principles
  - Ability to maintain the confidentiality of project-related sensitive data
  - Ability to understand and follow all applicable company policies and procedures
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### Professional Experience:

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Project Management Executive  
JumpStart Inc., Rockville, MD  
August 2012 – Present

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### Responsibilities:

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- Prepared and implemented project plans and estimates, as directed.
  - Tracked, managed, and reported progress of the project, efficiently.
  - Established and maintained positive relationships with project sponsors and partners.
  - Handled and executed various administrative tasks to support project team members.
  - Prepared and reviewed project-related presentations, correspondence, and documentation.
  - Interpreted and complied with established company policies and procedures, as applicable.
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Project Management Executive  
G&K Services, Rockville, MD  
May 2009 – July 2012

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### Responsibilities:

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- Planned, created, and maintained the schedules for all assigned projects.
  - Prepared and provided project-based cost estimates and budget, accurately.
  - Set up, implemented, and monitored various project controls and performance Indicators.
  - Identified, reported, evaluated, and resolved project-related risks and non-conformances.
  - Interpreted and adhered to company policies, SOPs, and client specifications.
  - Developed and maintained strong business relationships with all suppliers.
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### Education:

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Bachelor's Degree in Project Management  
Samford University, Birmingham, AL

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