
Project Management Executive Resume

Job Objective

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

Highlights of Qualifications:

- 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
-

Professional Experience:

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

Responsibilities:

- 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.

Project Management Executive
G&K Services, Rockville, MD
May 2009 – July 2012

Responsibilities:

- 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.
-

Education:

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

[Build your Resume Now](#)