
Project Management Officer Resume

Job Objective

Seeking organization with the potential to expand and grow in which my Project Management Officer skills can be utilized to their fullest.

Highlights of Qualifications:

- Extensive experience as a Project Management Officer
 - Good expertise in project, program and office management and administration, including software applications
 - Sound knowledge of environmental conservation, at international level
 - Good analytical and computer skills
 - Excellent communication skills
 - Amazing ability to consolidate large amounts of data into reports, scorecards, dashboards
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Professional Experience:

Project Management Officer
TASC, Inc., Santa Fe Springs, CA
August 2005 – Present

- Monitored Customer Service processes performance and identified areas for optimization and increased efficiency.
- Planned, executed and closed projects.
- Created and executed project plans within the given “scope, cost, schedule” constraints
- Ensured that project and process documents are complete, current and stored appropriately.
- Tested and verified new functionalities to match the requirements.
- Supported and trained team members on the new processes, tools and systems to allow them to master their areas of responsibility.
- Provided all necessary and updated didactical documentation.

Project Management Officer
IDC Technologies, Santa Fe Springs, CA
May 2000 – July 2005

- Assured and maintained regular contacts between all parties.
 - Administered and managed the program and assured the administrative and financial management of field.
 - Ensured regular technical and financial reporting of the projects.
 - Prepared information briefs, promotion and awareness texts for the needs of the partnership.
 - Supported the communication and outreach activities.
 - Prepared information updates for website, and coordinated with webmaster.
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Education:

Bachelor's Degree in Computer Science
Digital Media Arts College, Boca Raton, FL

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