

---

## Project Management Specialist Resume

---

### Job Objective

Seeking position that utilizes my training as an accomplished Project Management Specialist.

---

### Highlights of Qualifications:

---

- Hands on experience in compiling and implementing workflows
  - Thorough knowledge of natural gas industry
  - Huge knowledge of pipeline open database standard
  - Immense ability to analyze data and analyze cost benefit programs
  - Exceptional ability to identify and resolve various conflicts
  - Skilled in understanding prudential retirement business processes
  - Excellent communication skills in both oral and written forms
  - Proficient in managing multi functional groups
- 

### Professional Experience:

---

Project Management Specialist  
Canon Business Solutions, New York, NY  
May 2006 – Present

- Managed various processes and ensured implementation of all processes on time in compliance with budget.
- Administered project management controls and validated all statements.
- Ensured customer satisfaction and implemented all process effectively.
- Developed continuous improvement plans and assisted in project management methodology.
- Maintained project closure and prepared documentation of all projects for all post sales processes.
- Monitored and implemented all project change orders.
- Prepared project status reports and prepared key performance.
- Participated in maturity process for entire organization.

Project Management Specialist  
PDS Tech, Inc., New York, NY  
March 2003 – April 2006

- Managed efficient working of cross functional team and developed Microsoft project plans.
  - Administered key project deliverables and communicated same to teams.
  - Prepared a cohesive program for senior management issues and prepared business functions for various procurement and management team,.
  - Oversaw expedition of critical inbound material and coordinated for various resources.
  - Planned various new product launches in compliance to Product Excellence process.
  - Ensured completion of all programs and provided analysis of actual performance with plans.
- 

### Education:

---

Bachelor's Degree in Human Resource Management  
Eastern Connecticut State University, Willimantic, CT

[Build your Resume Now](#)