
Project Manager Trainee Resume

Job Objective

Career-minded Project Manager Trainee seeking company in which to put my training and experience to good use.

Highlights of Qualifications:

- Huge experience in construction environment,
 - Profound knowledge of engineering and project management principles.
 - Proficient with SAP, MS Project and MS Office Suite
 - Ability to read and interpret construction blueprints
 - Strong organizational skills
 - Excellent interpersonal and communication skills
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Professional Experience:

Project Manager Trainee
Crystal Equation, Covina, CA
January 2009 – Present

- Analyzed and ensured scope of work for assigned job.
 - Determined preparation needs and documented conditions.
 - Verified installation quality and overall performance.
 - Interacted with client and advised job status.
 - Issued job tickets and tracked job materials.
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Education:

Bachelor's Degree in Business – Management
Eastern Oregon University, La Grande, OR

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