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## Project Support Resume

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### Job Objective

Seeking a position as Project Support in an organization where I can apply my experience and efficiently contribute to the company's growth.

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### Summary of Qualifications:

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- Remarkable EMS project implementation experience with multiple customers
  - Proficient in using Microsoft Office Suite products
  - Familiarity with Spectrum 3X & and EMS project functionality and software
  - Excellent written and verbal communication skills; and exceptional analytical skills
  - Remarkable Multi-tasking ability (Prioritize, Organize, and Schedule Work)
  - Ability to use compatible E-mail to transfer electronic documents and information
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### Work Experience:

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Project Support, August 2005 – Present  
Jacobs Engineering Group, Duluth, MN

- Assisted Project Controller (PC) to monitor Purchase Order (PO) request process.
- Assisted project management teams to scan and file all in and out communications.
- Organized and maintained project binders and project electronic folders.
- Assisted in distributing mail and shipping.
- Responded to inquiry when directed by Project Controller.

Project Support, May 2000 – July 2005  
Connexion Systems and Engineering, Duluth, MN

- Maintained minutes of meetings and conferences.
  - Developed and presented briefings as necessary to various audiences.
  - Created and maintained system information on a knowledge management tool.
  - Developed and prepared briefing materials.
  - Maintained electronic and hard copy of all the correspondences.
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### Education:

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Bachelor's Degree in Arts, Arkansas Tech University, Arkansas, AR

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