

[First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Results-driven **Project Manager** with [X+] years of experience leading cross-functional teams to deliver complex initiatives on time, within scope, and under budget. Proven track record in **agile and waterfall methodologies**, stakeholder management, and risk mitigation across [industry/domain]. Adept at translating business objectives into executable project plans and using **data-driven metrics** to improve delivery performance and team efficiency.

PROFESSIONAL EXPERIENCE

[Senior Project Manager] | [Company Name]

[Month YYYY] – Present | [City, State]

- Led a portfolio of [X] concurrent projects with budgets totaling [\$X.XM], achieving an average of [XX%] on-time delivery and [XX%] budget adherence using tools such as [Jira], [MS Project], and [Confluence].
- Implemented a standardized **project governance framework** (RAID logs, steering committees, change control) that reduced scope-related escalations by [XX%] and improved stakeholder satisfaction scores by [X.X] points.
- Coached and mentored a cross-functional team of [X–Y] project coordinators, business analysts, and technical leads, increasing team throughput by [XX%] and reducing cycle time through adoption of **Scrum ceremonies** and continuous improvement practices.

[Project Manager] | [Previous Company Name]

[Month YYYY] – [Month YYYY] | [City, State]

- Managed end-to-end delivery of [project type, e.g., enterprise software implementation] valued at [\$X00K+], overseeing requirements, planning, execution, testing, and deployment while coordinating with [X+] business and technical stakeholders.
- Created and maintained detailed **project plans, Gantt charts, and resource forecasts** in [MS Project/Smartsheet], improving schedule visibility and enabling data-driven trade-off decisions that reduced critical path delays by [XX%].
- Established a formal **risk and issue management** process with weekly reporting dashboards in [Power BI/Tableau/Excel], which decreased unplanned production incidents post-launch by [XX%] and improved compliance with internal audit requirements.

EDUCATION

[Bachelor of Science in Project Management] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- Relevant coursework: [Project Planning & Control], [Risk Management], [Operations Management], [Organizational Behavior].

[Professional Certification – e.g., PMP / PRINCE2 Practitioner / Certified ScrumMaster] | [Issuing Organization]

[Month YYYY] | Credential ID: [XXXXXXX]

- Validated expertise in **project lifecycle management**, stakeholder engagement, and structured delivery methodologies.

SKILLS

- Project & Program Management:** Scope definition, work breakdown structures (WBS), scheduling, budgeting, dependency management, portfolio prioritization.
- Methodologies & Frameworks:** Agile (Scrum, Kanban), Waterfall, hybrid delivery models, PMBOK-aligned processes.

- **Tools & Technologies:** [Jira], [Confluence], [MS Project], [Smartsheet], [Asana/Trello], [MS Office/Excel/PowerPoint], [Power BI/Tableau] for reporting.
- **Stakeholder & Communication:** Executive reporting, status dashboards, workshop facilitation, requirements elicitation, vendor and partner management.
- **Risk, Quality & Change:** Risk/issue logs, mitigation planning, change control boards, test planning coordination, post-implementation reviews and lessons learned.
- **Leadership & Team Management:** Cross-functional team leadership, coaching, conflict resolution, performance feedback, fostering collaborative and accountable cultures.
- **Business & Analytical:** Business case development, cost–benefit analysis, KPI definition, benefits realization tracking, process improvement.

SELECTED PROJECTS

[Enterprise System Migration Project] | [Company Name]

[Month YYYY] – [Month YYYY]

- Directed migration of [legacy system] to [new platform/cloud solution] impacting [X,000+] users, coordinating efforts across IT, operations, and external vendors to achieve cutover with less than [X hours] of downtime.
- Developed a phased rollout and **change management plan** (training, communications, support model) that resulted in [XX%] user adoption within [X] weeks and reduced support ticket volume by [XX%] compared to prior releases.

[Agile Product Delivery Initiative] | [Company Name]

[Month YYYY] – [Month YYYY]

- Transitioned a [X]-person team from waterfall to Scrum, introducing sprint planning, reviews, and retrospectives, which improved release frequency from [quarterly] to [bi-weekly] and increased feature throughput by [XX%].
- Implemented a unified **product backlog and prioritization model** in [Jira], aligning delivery with business OKRs and enabling transparent trade-offs between scope, schedule, and quality.