

Jane Doe

Project Manager

Location | (123) 456-7890 | jane.doe@email.com | linkedin.com/in/janedoe

Professional Summary

Experienced Project Manager with 7+ years of success leading cross-functional teams, delivering complex projects on time and within budget. Adept at Agile and Waterfall methodologies, stakeholder communication, and risk management.

Work Experience

Senior Project Manager, ABC Corp

2019 – Present

- Led a portfolio of 8 enterprise software projects, achieving a 95% on-time delivery rate.
- Managed and mentored a team of 10+ project coordinators and business analysts.
- Championed adoption of Agile, reducing development cycles by 20%.

Project Manager, XYZ Solutions

2016 – 2019

- Oversaw software integration projects for enterprise clients with budgets up to \$2M.
- Coordinated cross-department teams and vendors for complex deliverables.

Education

B.S. in Business Administration
University of State

2012 – 2016

Certifications

- PMP – Project Management Professional
- Certified Scrum Master

Skills

- Agile & Waterfall Methodologies
- Team Leadership
- Budget Management
- Risk Analysis
- Stakeholder Communication
- MS Project, Jira, Trello