

# Jane Doe

Email: [jane.doe@email.com](mailto:jane.doe@email.com)  
Phone: (123) 456-7890  
LinkedIn: [linkedin.com/in/janedoe](https://linkedin.com/in/janedoe)  
Location: City, State

## Professional Summary

---

Experienced IT Project Manager with 8+ years leading cross-functional teams to deliver complex technology solutions on time and within budget. Skilled in agile and waterfall methodologies, stakeholder communication, risk management, and process improvement.

## Skills

---

Project Lifecycle Management  
Agile / Scrum / Waterfall  
Team Leadership  
Budgeting & Scheduling  
Risk Assessment & Mitigation  
Stakeholder Management  
Process Improvement  
JIRA, MS Project, Trello

## Professional Experience

---

IT Project Manager , <i>ABC Tech Solutions</i>	Jun 2019 â€“ Present
<ul style="list-style-type: none"><li>Managed 10+ large-scale software projects with budgets exceeding \$1M.</li><li>Coached a team of 12 engineers and analysts in Agile methodologies.</li><li>Coordinated with clients and vendors to ensure project alignment.</li><li>Reduced deployment errors by implementing automated testing workflows.</li></ul>	
Assistant Project Manager , <i>Smart IT Services</i>	Mar 2016 â€“ May 2019
<ul style="list-style-type: none"><li>Assisted lead project managers in planning, scheduling, and documentation.</li><li>Tracked project progress using MS Project and provided status reports.</li><li>Facilitated communication between technical teams and business stakeholders.</li></ul>	

## Education

---

B.Sc. Information Technology  
*XYZ University* 2012 â€“ 2016

## Certifications

---

PMP â€“ Project Management Professional  
Certified Scrum Master