

Jane Doe

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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 , *ABC Tech Solutions*

Jun 2019 – Present

 - Managed 10+ large-scale software projects with budgets exceeding \$1M.
 - Coached a team of 12 engineers and analysts in Agile methodologies.
 - Coordinated with clients and vendors to ensure project alignment.
 - Reduced deployment errors by implementing automated testing workflows.
- Assistant Project Manager , *Smart IT Services*

Mar 2016 – May 2019

 - Assisted lead project managers in planning, scheduling, and documentation.
 - Tracked project progress using MS Project and provided status reports.
 - Facilitated communication between technical teams and business stakeholders.

Education

B.Sc. Information Technology
XYZ University

2012 – 2016

Certifications

PMP – Project Management Professional
Certified Scrum Master