

# Jane Doe

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## PROFILE

Detail-oriented Functional Project Manager with 7+ years of experience leading cross-functional teams to deliver complex technology and process improvement projects on time and within budget. Adept at stakeholder management, requirements gathering, and process optimization in dynamic environments.

## CORE COMPETENCIES

Project Lifecycle Management

Requirements Analysis & Documentation

Stakeholder Engagement

Business Process Optimization

Risk & Issue Management

Agile & Waterfall Methodologies

Change Management

Resource & Budget Planning

## PROFESSIONAL EXPERIENCE

### Functional Project Manager

ABC Corporation, City, State | 2020 – Present

Led the end-to-end implementation of enterprise resource planning (ERP) system resulting in 20% increase in operational efficiency.

Coordinated cross-functional teams of up to 15 members across product, IT, and operations departments.

Facilitated requirements gathering sessions with stakeholders to define scope, objectives, and deliverables.

### Project Coordinator

XYZ Solutions, City, State | 2017 – 2020

Supported project managers in planning, scheduling, and resource allocation for multiple concurrent projects.

Maintained project documentation and tracked project progress using project management software.

## EDUCATION

### Bachelor of Science in Business Administration

State University, City, State

## CERTIFICATIONS

Certified ScrumMaster (CSM)

Project Management Professional (PMP)