

# CLIENT NAME

Street Address ❖ Chicago, IL ❖ 222-222-2345 ❖ clientname@gmail.com

CAREER TARGET :

## IT PROJECT MANAGER

### **Profile:**

- Expert in coaching ability; consistent and effective leadership and development of both teams and individuals.
- Ability to create consistency and encourage self-motivation.
- Skilled in strategic planning, team leadership, project management, and program implementation; effective and experienced in leading a team and individuals in a matrix organization.
- Track record of contributing innovative ideas, successfully developing, communicating, and executing vision.
- Microsoft Office 2010, Microsoft SharePoint, Microsoft Sequel Server, Microsoft Dynamics AX, Microsoft Dynamics CRM, Help/Service Desk solutions, Microsoft Systems Center; Completed Microsoft 2011 Standard Sales Assessment.

### **Career Highlights Include:**

- Provide leadership, vision, and direction to a team of up to five to introduce, plan, and market software, training, and technical projects resulting in more than 25% increase in business generation and fulfilling \$750K quota.
- Manage and oversee aspects of major building construction projects including a \$25M medical facility keeping in line with all business goals.
- Plan and coordinate all activities of help desk/call center for a wide range of clients to support resale of Microsoft Dynamics AX 2012 ERP targeting the manufacturing industry.
- Define, plan, and do FCC testing of newly developed hardware to ensure compliance with US standards. Provide demonstrations of products and perform consultant services in the US and abroad in support of the Mazik Global Technology's business goals.
- Collaboratively Planned, managed, and successfully implemented a \$50K Microsoft Dynamics AX 2012 financial software project within four months.
- Led a five-member consulting team that implemented a \$10K per-month ERP Solution project that achieved a 98% success rate resolving technical issues and delivering sustained engineering support.

## PROFESSIONAL EXPERIENCE

MAZIK GLOBAL TECHNOLOGIES, Park Ridge, IL

2011–Present

### **Business Development Manager/Project Manager**

*Software Development Company that delivers software consulting/training for existing Microsoft customers. Resells and implements Microsoft Business Solutions, including Microsoft Dynamics and SharePoint.*

Develop sales initiatives for software products by building strategically targeted email campaigns to prospective clients. Composed Call Center Telemarketing script and launched sales campaign for the resale of Microsoft Dynamics AX 2012 ERP targeting the manufacturing industry. Developed Statement-of-Work proposal that outlined sales plans. Managed employee scheduling, payroll, and daily supervision. Organized, budgeted, and attended numerous technology trade shows. Coordinated FCC testing of newly developed hardware to ensure compliance with US standards. Provided consultant services in the US and abroad, including in person and online demonstrations of products.

### **Project Manager:**

**Catholic Charities—Los Angeles:** Within four months, translated Mazik's strategies and goals into specific project plans resulting in collaborative management of a \$50K Microsoft Dynamics AX 2012 financial software project.

**Microsoft:** With a 98% success rate, successfully coordinated and led activities of a five-member team that implemented a \$10K per month ERP Solution project and delivered sustained engineering support.

### **Selected Achievements:**

- Increased sales pipeline from zero to 45 qualified leads in just four months.

Continued

- Led team activities that increased qualified lead generation and appointment scheduling by 25%.
- Achieved 12% revenue increase in just six months by partnering with a Microsoft Midwest sales team on sales and marketing campaigns.
- Developed and presented a four-part webinar demonstrating benefits of Microsoft Dynamics AX 2012.
- Led three-person team with \$750K annual quota. Supervised sales calls and presentations.

MCGILLIVRAY CONSTRUCTION INCORPORATED, Ventura, CA  
*A privately owned and operated general contracting company.*

2010–2011

#### Project Administrator

Completed 11-month major construction project on time and on budget. Supervised construction crews and assisted building \$25M medical center in Ventura, CA. Ensure OSHA safety standards compliance for four jobs sites simultaneously. Developed and articulated project objectives to meet weekly project completion targets of \$4M. Updated and maintained construction equipment inventory and reviewed architectural and structural plans.

#### Selected Achievements:

- **Cabrillo Radiation Oncology Medical Center Project:** Supervised up to 75-member team to assist in building \$25M project in Ventura, CA.
- **Libbey Bowl Project:** Supervised up to 50-member team; oversaw completion of \$4M project.
- Developed spreadsheet detailing company equipment location to maintain and update inventory.
- Carefully monitored subcontractor's hours worked to prevent unauthorized overages.
- Kept all project sites safe by eliminating trash and hazardous materials.
- Monitored project target dates with accountability meetings with sub-contractor supervisors.

OJAI VALLEY YOUTH FOUNDATION, Ojai, CA

2009–2010

*A foundation built to help underprivileged youth in Ojai, Oak View, and Miner's Oaks.*

#### Program Coordinator

Hired as director and challenged with goal of increasing enrollment of middle school students. Supervised and coordinated after-school activities for underprivileged community youth. Helped students achieve in academics and social development by providing tutoring and developing mentoring relationships. Took initiative and developed educational and entertaining supervised field trips each week.

#### Selected Achievements:

- Increased student turnout from 20 students in August to 40 students by December of the same year.
- Brainstormed and led the development of an innovative concept that combined student fundraising activities with a community action project that provided meals to needy community members. Students prepared hot meals and served to community members for \$5 each. Program was an overwhelming success.
- Taught students how to run and manage a business-like venture completely from scratch.
- Introduced student-led fundraisers that transformed the program into a self-sustaining project that successfully raised \$150 to \$300 each week to supplement existing budget.

~Earlier career includes role as **Store Manager** for THE HUB CONVENIENCE STORE, Claremont, CA, (2007–2009)~

## COMMUNITY INVOLVEMENT

**Board Member**—CMCAA Chicago Career Services (2011–Present)  
 Help CMC students find employment opportunities in Chicago by creating networking opportunities.

**Mentor**—Kravis Leadership Institute Mentoring Program (2008–2009)

## EDUCATION

**BA**, CLAREMONT MCKENNA COLLEGE, Claremont, CA • 2009  
 Captain, Claremont Mudd Scripps Football Team