

First Last

Junior Project Manager

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Junior project manager with 10 years of combined experience in providing a wide range of administration and coordination for team members. Well-versed in utilizing project management process tools to engage teams and reduce client risk. Ability to interface with team members and external clients within a mid to large multi-location setting. Key achievement: launched 22 projects in the last 9 months, leading to increased productivity and a monthly savings of \$126K for two RW divisions.

WORK EXPERIENCE

Junior Project Manager

2015 – Present

Resume Worded, New York, NY

- Launched 22 projects in the last 9 months, leading to increased productivity and a monthly savings of \$126K for two RW divisions.
- Streamlined 11 business processes saving \$40K quarterly through process design and project management procedures in Q2, 2020.
- Identified issues within 24 hours after occurrence via effective communication that helped minimize disruption to critical paths.
- Led efforts behind the successful deployment of SAP business intelligence software, improving product delivery cycle time by 88%.

Construction Project Coordinator

2013 – 2015

Growthsi, San Francisco, CA

- Supervised the construction of 19 apartment renovation projects, which transformed a 91-year-old, 2.1K square foot two-bedroom house into a 1.5K square foot three-bedroom house.
- Collaborated with 25 supervisors in the safety department to reduce workers' compensation claims by \$45K in workman insurance premiums within one year.
- Certified as an ISO 9001-2000 Quality Manager within 3 months for programs to provide good public service by performing defect monitoring, reconfiguration, and receiving inspection.

Project Manager Consultant

2010 – 2013

Resume Worded's Exciting Company, New York, NY

- Pioneered 11 new business opportunities, which increased RWEC's market share by 87% via bespoke software solutions to meet clients' needs.
- Managed 23 consulting engagements simultaneously without sacrificing timely delivery, optimal performance, and customer satisfaction.
- Accomplished over \$3.7M in savings for 25 clients through process improvement recommendations in Q1 2013.

EDUCATION

Resume Worded University, New York, NY

2010

Bachelor of Science – Business Administration

SKILLS & OTHER

Technical Skills: Project Scheduling (Advanced), Business Development (Experienced), Gantt Charts.

Tools and Software: Microsoft Office Suite, Atlassian JIRA, Salesforce, Intuit QuickBooks.

Languages: Trilingual - English (Native), French (Fluent), German (Conversational)

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David Franklin Noble



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The Resume Handbook Arthur D Rosenberg,2007-11-01 Only one interview is granted for every 250 resumes received With The Resume Handbook you can make sure yours is the one on top Your resume has one purpose to obtain an interview In order to create an interview winning resume you need to know what to say and how to say it and The Resume Handbook will show you how The book focuses on three major objectives Organization Give your resume structure and visual impact to immediately capture attention The Basics What to include and what to leave out so you don t turn off the reader Accomplishments Present yourself as a highly motivated achiever Now in its fifth edition The Resume Handbook features thirty seven of the best resumes ever written and provides no nonsense advice for making your resume stand out from the crowd

Managing Winning Proposals Wendy Frieman,2025-08-15 Preparing a proposal for a contract or a grant can be an overwhelming and extraordinarily complex process but regardless of the proposal type or sector certain truths always pertain This book walks the proposal manager through the steps that are essential and common to every single proposal and ensure a foundation for winning Many proposal management books are of little use particularly to a first time proposal manager owing to their broad scope and unrealistic assumptions about resources including time expertise and information This book provides actionable concrete steps for the activities that underpin all successful proposals providing a step by step description of how to make a proposal compliant and compelling The premise of this book based on the author s hands on experience in multiple proposal roles for over three decades is that proposals do not go off the rails owing to an inability to implement advanced techniques and complicated processes They fail because of inattention to fundamental activities Other business books cover some of these fundamental activities However proposals differ because of their tight constraints deadlines the need for perfect compliance with detailed instructions fierce competition for limited funds the consequences of not winning and the stress that inevitably accompanies the process Focusing solely on the preparation of the written proposal document and not on sales negotiation marketing or customer interaction this book dives into the details of the tasks facing the person actually accountable and responsible for preparation

and delivery of the proposal Proposal managers of all levels from first timers to seasoned pros looking to polish their skills as well as those who participate in the proposal process but are not intimately familiar with it artists technical writers project managers accountants and others will benefit from the processes and tools described in this book [Computerworld](#),2000-08-07 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network [Gallery of Best Resumes for People Without a Four-Year Degree](#) David F. Noble,2005 Professional resume writers from across North America and the English speaking world submitted thousands of sample resumes and only the very best made it into the Gallery of Best Resumes for People Without a Four Year Degree All are eye catching one of a kind resumes that will help you land more job interviews The Gallery includes examples of chronological functional combination and electronic resumes Book jacket **Resumes For Dummies** Joyce Lain Kennedy,1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume [Career Information Program Management](#) Jere L. Hess,1990 *The Resume.Com Guide to Writing Unbeatable Resumes* Rose Curtis,Warren Simons,2004-04-19 The first step to getting a great job is writing a great resume This book will be your first step [ENR](#),2000 *Computerworld*,2000-09-25 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network [Gallery of Best Resumes for Two-year Degree Graduates](#) David Franklin Noble,1996 An outstanding guide for two year degree graduates this book contains more than 200 sample resumes written by professional resume writers which show readers how to present their special training in an effective and professional manner **Winning Resumes** Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn t cut it anymore It s too vague too bland and too lackluster It won t sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you ll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There s so much you can copy or adapt **Resumes That Work Deluxe** Mcp,Susan Ireland,1999-02 **Professional Resumes for Executives, Managers, and Other Administrators** David Franklin Noble,1998 Targets top management and offers practical application for using the resume as a key to success Contains more than 200 new resumes submitted by members of the Professional Association of Resume Writers **Expert Resumes for Engineers**

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