David Kowalski

david.kowalski@example.com | (555) 483-7129 | Philadelphia, PA

SUMMARY

PMP-certified project manager with 7+ years of experience delivering complex projects using Agile/Scrum and Waterfall methodologies. Expert in risk management, stakeholder communication, and budget oversight. Proficient in MS Project and JIRA for planning, tracking, and reporting.

EXPERIENCE

Senior Project Manager at Comcast 2020 – Present

- Manage portfolio of 8+ concurrent projects with combined budgets of $10M using MS Project and JIRA
- Lead Agile/Scrum ceremonies for 3 development teams including sprint planning, daily standups, and retrospectives
- Conduct risk management assessments identifying and mitigating 20+ project risks quarterly
- Facilitate stakeholder management communications with 15+ cross-functional partners and executive sponsors

Project Manager at Deloitte Consulting 2017 – 2020

- Delivered 12+ client projects using Waterfall methodology with average on-time completion rate of 95%
- Managed project budgets totaling $5M+ with monthly variance reporting to engagement partners
- Created project documentation including charters, WBS, and status reports

EDUCATION

B.S. in Business Administration Drexel University

2013 – 2017 | GPA: 3.4

SKILLS

PMP Certified, Agile/Scrum, Waterfall, MS Project, Risk Management, Stakeholder Management, Budget Management, JIRA, Project Planning, Cross-Functional Leadership

CERTIFICATIONS

Project Management Professional (PMP) — Project Management Institute (PMI), 2019

Certified ScrumMaster (CSM) — Scrum Alliance, 2020

Sample resume from myresumekit.com. The candidate is invented for this example; any organisation named above is referenced illustratively and has no connection to it. A purchased export contains your own details and none of this footer.