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 2020 – Present

Comcast

- 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 2017 – 2020

Deloitte Consulting

- 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.