

Professional Experience

**IT Project Manager**

**Sevatec, Fairfax, VA | September 20XX–present**

• Oversee a team of 20+ IT professionals to successfully manage 12+ major technology releases per year with projects ranging from $120,000 to over $470,000 requiring 12,000+ resource hours

• Lead all aspects of projects, including capacity planning, resource allocation, project documentation, client engagement, and change management

**Project Consultant**

**Miracle Systems, Arlington, VA | October 20XX–August 20XX**

• Devised project plans and engagement activities to prepare 20 call centers for major technology and process changes and new product launches

• Reduced new account opening errors by over 47% by developing an effective manual to explain the approved scenarios for opening account products

• Generated $1.2 million in revenue by completing 10+ implementation projects

Skills

* Hard Skills: Planview, SQL, MS Visio, Jira
* Soft Skills: Project Planning, Client Relations, Team Leadership, Adobe Illustrator

Education

PMI | 20XX

Project Management

Professional Certification

River Brook University, IL | 20XX-20XX

BS IT

Personal Summary

Solution-focused IT project manager with 4+ years of experience in leading large-scale technology projects from design through to implementation. Instrumental in dissecting complex problems, devising iterative processes, and leading end-to-end change management.

**Contact Information**

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QUENTIN FOGG
IT PROJECT MANAGER