**PROJECT MANAGER RESUME**

Teresa will

57857389

Tw.@gmail.com

**OBJECTIVE**

Project Manager with 5+ years of experience managing multi-million-dollar construction projects, coordinating a team of 90+ subcontractors, and performing budget allocation and analysis. PMI Agile Certified Practitioner aiming to apply my experience and expertise as [Company Name]’s newest project manager. Possess a B.A. in Construction Management and knowledge of BIM Software, AutoCAD, and Revit.

**PROFESSIONAL EXPERIENCE**

ANGEL BUILDERS, Cambridge, MA

**Project Manager, September 2019 – Present**

* Manage project budget of $325M+ and ensure company obtains the best possible pricing; determine and minimize risk in buyout processes, reducing costs by 15% annually.
* Oversee and analyze prime project buyout of $1.1 billion, accounting for savings and contingencies.
* Write and distribute bid packages amounting to 8% of total production costs that clearly define the scope and general provisions of potential contracts.
* Ensure that the project team understands all aspects of the prime contract relating to their respective responsibilities, and demonstrate a thorough understanding of the prime contract checklist and organizational structure.
* Negotiate, analyze, and prepare purchase order agreements, subcontracts, and cost control budgets.

BIG MUSCLE FIT SLIM GYMS, Cambridge, MA

**Assistant Manager, May 2016 – August 2019**

* Managed, directed, and prioritized gym operational budget of $65M, staying within budget.
* Overhauled sales process and systems to achieve revenue goals, hitting targets of 17% revenue increase annually.
* Worked to provide strategic, operational, and fiscal leadership while working to reach the company’s long-term goals and maintain organizational vision.
* Set, managed, and reconciled accounts for multiple projects as well as salaries and general operations budget.
* Manage, monitor, and evaluate the performance of all gym-related managers and associates, total staff of 25+.
* Directed the hiring, training, and scheduling of all gym-level associates by an intermediary, totaling 80+.

**EDUCATION**

WORTHINGTON UNIVERSITY, Phoenix, AZ

**Bachelor of Arts in Construction Management, May 2016**

GPA: 3.5/4.0

**AWARDS AND CERTIFICATIONS**

* PMI Agile Certified Practitioner (PMI-ACP) Certified: April 2, 2016 (Online Course)
* Project Manager of the Year Award, Angel Builders, 2019

**ADDITIONAL SKILLS**

* Proficient in AutoCAD, Revit, and other BIM software
* Experienced with Asana and Trello
* Expert in MS Office 365
* Knowledge of Adobe and Visio
* Familiarity with database information flow/costing software (CMIC)