
PROJECT MANAGEMENT ASSISTANT RESUME

Objective:

To obtain a Project Management Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- In Depth Knowledge in business process workflow, and document configuration management
 - Exceptional ability to demonstrate excellent analytical and problem solving skills
 - Profound ability to prioritize and multi-task in a fast paced environment
 - Profound interpersonal and organizational skills.
 - Proficient with MS Office (Word, Excel, PowerPoint, Outlook)
 - Ability to develop timelines roll out plans for cross segment certification program
 - Ability to compute payroll, monthly billing and manage reconciliation
 - Proven ability to achieve goals and set deadlines
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Work Experience:

Project Management Assistant
Infinite Resources, Inc., Las Vegas, NM
August 2005 to till date

- Created schedule for the panels.
- Coordinated with the actual panels and monitored attendance and completion.
- Assisted Project Manage and deployed sales certification program.
- Trained and supported participants on their roles and responsibilities for the program.
- Managed to work closely with management team in overall financial support of assigned organization

Project Management Assistant
Manpower, Las Vegas, NM
May 2000 to July 2005

- Prepared components of key executive summary analysis to finance and executive leadership.
 - Assisted in preparing, analyzing, and coordinating the budget process across multiple business groups.
 - Prepared and presented forecasts, reports, and analysis.
 - Performed analysis on special projects and monitored daily cost of construction jobsite activity.
 - Prepared and reviewed Cost Reports and managed general office administration.
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Education:

Bachelors Degree in Business Management
Duke University, Durham, NC

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