Project Specialist Resume

Job Objective

Project Specialist seeking employment with the right company in order to use my experience and skills to better the company.

Highlights of Qualifications:

- Experience in managing projects for various architectural designs and construction practices
- Huge knowledge of database technology
- Outstanding knowledge various web based applications
- Remarkable ability to manage all processes according to security procedures
- Sound ability to manage complex business processes
- Skilled to understand procurement procedures and methodologies
- Exceptional skills to work in a fast paced environment
- Proficient in various project management software

Professional Experience:

Project Specialist
PAREXEL International LLC, Bloomfield Township, MI
May 2006 – Present

- Maintained effective knowledge on basic revenue models for projects and made decisions accordingly.
- Managed work according to financial guidelines and billing procedures.
- Administered project budget and ensured improved performance for all assigned projects.
- Participated in various stakeholder and team meetings and ensured effective working.
- Coordinated with project team and made required changes in organization.
- Monitored issues and resolved it according to schedule.
- Prepared all project financial documents for various organizational assets.
- Assisted in managing all status meetings for projects.
- Project Specialist

Louisiana Department of State Civil Service, Bloomfield Township, MI
March 2003 – April 2006

- Managed all processes of registration and training programs for classrooms.
- Administered all faculty registration and participated in enrollment process.
- Evaluated all data collected after training completion for process.
- Prepared reports on databases and prepared analytical charts and reports.
- Coordinated with various departments for preparing certificates for workshops and provided required training.

Education:

Bachelor's Degree in Engineering
Keiser Career College, Greenacres, FL

Build your Resume Now