**PROJECT MANAGER**

Your professional summary is like a micro-resume. This section should be a high-level description of your skills and experience without any further reading required. The remainder of your resume simple provides more details on what you highlight here. Use 4-5 sentences that incorporate:

* Your personality and strengths
* Roles held
* Education
* Overview of experience (contracting/consulting)
* Type of projects worked and $ value
* Career objectives

**PROFESSIONAL EXPERIENCE**

**Job Title** Company, Location *Oct 2013 – Present*

*Brief outline of what the company does.*

* Overall achievement 1 (results / achievements which are not specific to a project).
* Overall achievement 2

**Project Name – Type of Project ($Xm)**  Jan 2015 – May 2016  
Brief outline of project scope. 1-2 lines to help the reader visualize what the project entailed.

* Result / achievement 1
* Result / achievement 2
* Result / achievement 3

**Project Name – Type of Project ($Xm)**  Oct 2013 – Jan 2015  
Brief outline of project scope. 1-2 lines to help the reader visualize what the project entailed.

* Result / achievement 1
* Result / achievement 2
* Result / achievement 3

**Job Title** Company, Location *Jan 2011 – Sep 2013*

*Brief outline of what the company does.*

* Overall achievement 1 (results / achievements which are not specific to a project).
* Overall achievement 2

**Project Name – Type of Project ($Xm)**  Jul 2012 – Sep 2013  
Brief outline of project scope. 1-2 lines to help the reader visualize what the project entailed.

* Result / achievement 1
* Result / achievement 2
* Result / achievement 3

**Project Name – Type of Project ($Xm)**  Jan 2011 – Jul 2012  
Brief outline of project scope. 1-2 lines to help the reader visualize what the project entailed.

* Result / achievement 1
* Result / achievement 2
* Result / achievement 3

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**Degree in Civil Engineering,** University of Life – Toronto, ON *Sep 2000 – Jul 2003*

* Short summary explaining how this course better equips you, and differentiates you from others.

**Something Interesting,** College By The Sea – Aberystwyth, UK *Sep 1997 – Jul 2000*

* Short summary explaining how this course better equips you, and differentiates you from others.

**Internal training courses:**

* SuperSafe
* Contract Administration
* Conflict Resolution
* Communications and Teamwork
* Leadership Skills
* Quality Assurance