**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 simply 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 / client-side);
* type of projects worked and $ value range; and
* career objectives.

**Work Experience**

**Role A Company, Location Dec 2015 – Feb 2020**

*Brief outline of the company (services offered, revenue, type of projects)*

*E.g. YYZ is an infrastructure contractor focused on transportation projects with revenues of $1bn*

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

**Project Name, Location – Type of Project – $Xm Jan 2015 – Feb 2020**

* Brief outline of project scope including your role, high-level duties on the project, construction methods, project delivery method and contract type. 1-2 lines to help reader visualize what the project entailed in terms of civil, structural, M&E, fit out, etc. Give metrics for earthworks, concrete, surface area, #floors, etc., where possible.
* E.g. Project Manager on a lump sum design-bid-build turnkey delivery of a 4-storey 4,000 sq. m commercial building for an auto dealer. Civil works involved 200 m3 of earthworks. Steel frame structure with reinforced concrete core. Managing sell-perform of civil and structural packages and managed subcontractors overseeing M&E, facade and fit out
* Result/Achievement 1 – what problem did you solve on the project?
* Result/Achievement 2 – what did you do to positively impact the cost, time and quality of the project?
* Result/Achievement 3 – was the project a success? Why?

**Project Name, Location – Type of Project – $Xm Feb 2012 – Jan 2015**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help reader visualize what the project entailed. Give metrics for earthworks, concrete, surface area, etc where possible
* Result/Achievement 1
* Result/Achievement 2
* Result/Achievement 3 – was the project a success? Why?

**Role B Company, Location Jan 2013 – Nov 2015**

*Brief outline of the company (services offered, revenue, type of projects)*

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

**Project Name, Location – Type of Project – $Xm Mar 2012 – Nov 2012**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help reader visualize what the project entailed.
* Result/Achievement 1
* Result/Achievement 2
* Result/Achievement 3 – was the project a success? Why?

**Project Name, Location – Type of Project – $Xm Jan 2011 – Mar 2012**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help reader visualize what the project entailed.
* Result/Achievement 1
* Result/Achievement 2
* Result/Achievement 3 – was the project a success? Why?

**Education & Professional Development**

Bachelor of Construction Management, University of Life, Country 2009 – 2013

Avondale School High School, City, Country 1999 – 2005

Professional Designation, Awarding Body 2018

Internal Training Courses:

* Super Safe (2018)
* Contract Administration (2018)
* Conflict Resolution (2018)
* Communications and Teamwork
* Leadership Skills
* Quality Assurance

**Software & Skills:** AutoCad, Civil 3D (list project management, estimating, design, cost control, and documentation software packages

**Hobbies & Interests:** Completed two triathlons. Keen golfer with a handicap of 14. Enjoy skiing, reading, and camping