**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.

Example: Highly personable Project Manager with 11 years of experience across buildings projects. Holder of a degree in Civil Engineering. Started career as a hands-on Field Engineer with a top-tier contractor before transitioning to Project Manager duties during a successful 5-year term with national contractor. Strong healthcare project experience with four hospital projects between $50-300m, delivered under PPP design build contract. Keen to transition into a Project Director role within 2-3 years where I can provide leadership and project oversight to a portfolio of diverse projects.

**Work Experience**

**Role A Company, Location Dec 2015 – Nov 2021**

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

*Example: 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)
* Example: Played a key role in the successful implementation of Procore construction management software by piloting its use and provided leadership with recommendations and cost-benefit analysis.

**Project Name, Location – Type of Project – $Xm Jan 2018 – Nov 2021**

**Example: Project A, Vancouver – Infrastructure – $50m**

* {Project scope} 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 the 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.
* Example: 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. Managed sell-perform of civil and structural packages and managed subcontractors overseeing M&E, facade and fit out.
* {Result/Achievement 1} – What problems did you deal with on the project? What challenges had to be overcome? Try to quantify the impact of each issue in terms of cost, time and quality parameters!
  + E.g. Outline a value engineering exercise, a subcontractor issue, a dispute with client, a claim that was well defended, etc.
* {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?
  + E.g. Delivered on time and budget despite overcoming challenges with X, Y, Z mentioned above.
  + Project delayed due to subcontractor issues but fast-tracked schedule to mitigate delays from X to Y.
  + Challenging project due to poor estimate but delivered a lower than expected loss.

**Project Name, Location – Type of Project – $Xm Dec 2015 – Jan 2018**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help the 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 2014 – Nov 2015**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help the 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 2013 – Mar 2014**

* Brief outline of project scope including your role, high-level duties on the project and contract type. 1-2 lines to help the 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.