FirstName LastName

 http://ca.linkedin.com/in/yourlink⏐555.555.5555⏐firstnamelastname@email.com

PROJECT MANAGER

Team leader with expertise in the Pharmaceutical, Food, and Cosmetic industries. Experience managing teams and implementing multiple projects smoothly. Skilled at analysing business trends and methods. Proactive and diligent; utilizes both time management and organizational skills to balance competing demands of projects and clients, within time and resource constraints.

technology ExPERTISE

|  |  |  |
| --- | --- | --- |
| **Project Management** | **Logistics**  | **Analysis** |
| * Life Cycle Development
* Leadership
* Strategic Partnership
* Change Management
* Risk Management
* Teamwork
* Communication
 | * Operational Efficiency
* SAP
* Customer Service
 | * Database Concepts
* Microsoft Office
* Business Intelligence
 |
| **Engineering** | **Food & Cosmetics** |
| * Qualification & Validation
* Quality Assurance
* Process Design & Modeling
 | * Inventory Management
* Raw Material Shelf Life
* Quality Control
 |

PROFESSIONAL EXPERIENCE

ABC Company 20xx – 20xx

Project Manager, Logistics (20XX – 20XX)

Reduced or eliminated non-value activities or costs to improve logistic safety, quality, capacity, reliability, customer service, and regulatory compliance.

* Created and implemented protocols for serialization pilot program aimed at tracking and tracing product flow to eliminate counterfeit product within the pharmaceutical supply chain.
* Developed a team of 18 that improved business productivity through implementation of system upgrades that increased raw material sampling efficiency by 50%.
* Applied LEAN concepts that promoted business improvements through alternative cost-effective service delivery approaches that yielded an overall savings of 15% in offsite material storage cost.
* Developed and maintained critical internal and external stakeholder relationships to provide technical advice and implement initiatives for meeting business objectives.
* Utilized a variety of communication techniques to effectively translate and increase understanding of technical and non-technical information to provide meaningful business intelligence and insight for stakeholder decision making.
* Managed and contributed to the deployment of a waste management enterprise system aimed at reducing waste across the business through (1) actionable reporting; (2) receiving timely information and recognition for root causes of waste; (3) generating waste trend analysis reports; and (4) standardizing the waste disposal process across North America region.

Team Lead, Systems & Master Data Management (20XX – 20XX)

Coordinated a team of 6 cross functional professionals by assigning work and monitoring progress, providing day to day oversight, and acting as a coach and mentor.

* Provided leadership and direction to staff throughout various phases of the projects, including developing and monitoring daily activities, ensuring statistical and research methods were appropriate and sound.
* Independently conducted in-depth data analysis based on primary and secondary sources, to consolidate and evaluate baseline data for waste disposal management.

DEF Company 20xx – 20xx

Scientific Leader, Quality Assurance (20XX-20XX)

Focused on improving product quality and processes through timely reporting of results, monitoring production activities and ensuring conformance congruent with company and GMP standards.

* Provided technical, operational and monitoring support to ensure successful implementation of moisture content assessments, water activity analysis and analytical acid/base titration in conjunction with pH testing.
* Co-led and assessed food options dependent on sensory and objective evaluations unique to the company and provided recommendations about food choices appropriate for the market.
* Contributed to the development and maintenance of plant polices and procedures that increased waste management capacity by a magnitude of 10.

GHI Company 20xx – 20xx

Technician, Quality Assurance (Co-op) (20XX-20XX)

Designed innovative prototypes of aromatic merchandise tested product quality such as colognes, perfume, soaps and candles.

* Tested flavors and fragrances using scientific methods to ensure products met company and clients’ specifications.
* Issued daily reports on product specification and delivered ongoing production support to clients.

Education and Professional Development

University Name 20XX

* Project Management Professional (PMP) Certificate, PMI Designation (In-progress)

University Name 20XX

* Bachelor of Engineering, Chemical Engineering Co-op.
* Chair of the National Society of Black Engineers (NSBE).

Awards and Achievements

* Integral member of the United Way organization which raised over $5,000.
* Designed an energy efficient, eco-friendly 40kTon plant producing phthalic anhydride from ortho-xylene as a Capstone project.
* Formulated a new undeclared fragrance known as the “AAAAAA” at GHI Company.