

# COMBINATION FORMAT

📍 Complete Address, City, State ZIP Code 📞 888.888.8888 ✉ samplersum@gmail.com

## IMPLEMENTATION PROJECT MANAGER

### QUALIFICATIONS PROFILE

**Multifaceted, detail-oriented, and results-driven professional, offering wide-ranging experience in project and resource management; coupled with strong background in inventory control and procurement administration.** Equipped with proven ability to develop and maintain processes, resolve complex issues, and conduct client meetings to attain set-forth objectives and goals. Recognized for integrity, unparalleled work ethic, and organizational skills in handling priorities within fast-paced and highly demanding environments. Articulate communicator; well-versed in cultivating positive relationships and collaborating with clients, stakeholders, and the management. Technically proficient with Microsoft Office Suite and various database programs.

### FUNCTIONAL SKILLS WITH EXPERIENCE

#### Project and Operations Management

- Spearheaded projects for a special asset inventory quality control program, focusing on continuous process improvement initiatives by designing monthly training to develop and administer resources
- Conceptualized and handled scope of project and schedule standards, and realigned resources to reflect changing budgets and schedules
- Directed an inventory program responsible for high-value special equipment assets, annual budget, and cycle-count program worth over \$100M in assets and an annual allocation of more than \$800M
- Supervised the tasks of the special equipment and resource distribution facility and accurate accountability of all assets in a program worth more than \$400M

#### Process Administration and Improvement

- Oversaw front-end processes which involved sales and return transactions, special services, and lot support
- Held responsibility for the process improvement, preparation, and implementation of command directives
- Spearheaded the creation of processes, merchandising standards, computer-based support systems, and tools to support department activity and sales

#### Strategic Planning and Implementation

- Drove efforts in generating department strategies and objectives
- Led the development, execution, and optimization of strategic business plan to boost market penetration

#### Staff Supervision and Training

- Took charge of interviewing, hiring, supervising, motivating, mentoring, and building associates, while carrying out semiannual evaluation of associate performance
- Set strategic direction to the Sales Team to attain market growth and target requirements
- Facilitated training of direct reports on process execution, behaviors, and expectations to meet customer needs

### WORK HISTORY WITH ACCOMPLISHMENTS

#### ABC COMPANY, SAN FRANCISCO, CA

##### Branch Sales Manager

2018–Present

- ✓ Significantly grew sales by 37.7% for the second fiscal half-to-date (HTD) by overseeing, training, and enhancing team sales for the market
- ✓ Brought substantial increase to market penetration by 2% in partnership with several store locations, focusing on product awareness, strategic marketing, and customer interaction within the store

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## DEF CORPORATION, SAN FRANCISCO, CA

### Specialty Manager

2017–2018

- ✓ Drove key initiatives in generating more than \$200K in sales above plan by establishing sales and marketing strategies for XYZ services
- ✓ Provided effective coaching to specialty associates to enhance their individual performance, which led to at least one tier ascension in their respective regional standings, finishing 40% above their collective sales goal

### Merchandising Manager

2014–2017

- ✓ Functioned as a leader to achieve sales goals and service standards across all merchandising departments

## GHI LLC, SAN FRANCISCO, CA

### Logistics Officer

2009–2014

- ✓ Generated 10% budget savings utilizing warehouse management system (WMS) and material requirements planning (MRP)/enterprise resource planning (ERP) systems
- ✓ Seamlessly optimized an average of 1,000 daily asset management transactions, while preparing daily transaction reports and conducting causative research of discrepancies

## EDUCATION

**Master of Project Management**, ABC UNIVERSITY ▪ San Francisco, CA

**Master of Business Administration**, DEF UNIVERSITY ▪ San Francisco, CA

**Bachelor of Science in Business Administration**, GHI UNIVERSITY ▪ San Francisco, CA

## CERTIFICATION

**Project Management Professional**, Project Management Institute