

Brunswick Square

London, WC5N 1AX

Phone: 1234-567-8901

[paulbatime@gmail.com](mailto:paulbatime@gmail.com)

## **Objective**

Critical thinker with technical background in business applications is looking for a job as a project director for a growing company that is currently holding challenging projects.

## **Summary of Qualification**

- Five years of experience working as a project manager in increasingly progressive roles.
- Highly capable of communicating effectively with management and executives.
- Strong analytical and motivational skills.
- Familiar with multiple development methodologies.
- Excellent persuasion and negotiation skills.
- Excellent people management and time management skills.

## **Career Experience/Job History**

### **2005 – Present: Project Director, BB Construction Co.**

- Responsible for successful implementation of five projects over five-year period.
- Ensure proper documentation and prepare regular reports on status of project.
- Ensure quality of project and compliance with standards.

## **Education**

2000 – 2004: Bachelor of Science in Business Administration, London University