

Non-Tech Professional

+1 (555) 123-4567 | yourname@email.com | City, State | [LinkedIn](#) | [Portfolio](#)

PROFESSIONAL SUMMARY

Results-driven professional with 5+ years of experience in project management and business operations. Proven track record of leading cross-functional teams, optimizing processes, and delivering measurable results. Strong analytical and communication skills with a passion for strategic problem-solving and continuous improvement.

PROFESSIONAL EXPERIENCE

Senior Project Manager June 2022 – Present
ABC Corporation New York, NY

- Led 15+ cross-functional projects with budgets exceeding \$2M, achieving 98% on-time delivery rate
- Implemented new project management framework, reducing project cycle time by 25% and increasing team productivity
- Managed stakeholder relationships across 5 departments, ensuring alignment on strategic initiatives
- Developed comprehensive risk management strategies, mitigating potential losses of over \$500K annually
- Mentored team of 6 junior project managers, improving overall team performance metrics by 30%

Project Coordinator January 2020 – May 2022
XYZ Solutions Inc. New York, NY

- Coordinated 8+ concurrent projects, ensuring deliverables met quality standards and deadlines
- Streamlined communication processes between clients and internal teams, improving satisfaction scores by 40%
- Created detailed project documentation and reports for executive leadership
- Organized and facilitated weekly team meetings and quarterly stakeholder reviews

Business Analyst June 2018 – December 2019
Global Enterprises Ltd. Boston, MA

- Analyzed business processes and identified optimization opportunities, resulting in 20% cost savings
- Developed data-driven recommendations that influenced strategic planning decisions
- Collaborated with IT and operations teams to implement process improvements
- Created comprehensive reports and presentations for senior management

EDUCATION

Master of Business Administration (MBA) May 2018
University of Excellence Boston, MA

- Concentration: Strategic Management and Leadership | GPA: 3.8/4.0 | Honors: Dean's List — Graduate Business Association President

Bachelor of Arts in Economics May 2016
State University Chicago, IL

- Honors: Magna Cum Laude — Honor Society Member

SKILLS

Project Management: Agile, Waterfall, Scrum, Risk Management, Budget Planning, Resource Allocation **Business Skills:** Strategic Planning, Process Improvement, Stakeholder Management, Change Management **Technical Tools:** Microsoft Office Suite, Project Management Software (Asana, Monday.com), Salesforce, Tableau **Soft Skills:** Leadership, Communication, Problem-Solving, Team Building, Negotiation, Presentation

CERTIFICATIONS

Project Management Professional (PMP) | *Project Management Institute* 2021
Certified ScrumMaster (CSM) | *Scrum Alliance* 2020
Six Sigma Green Belt | *ASQ* 2019

ACHIEVEMENTS & AWARDS

Employee of the Year | *ABC Corporation* 2023
Excellence in Project Delivery Award | *XYZ Solutions Inc.* 2021
Published Article: "Effective Stakeholder Engagement Strategies" | *PM Journal* 2022

PROFESSIONAL AFFILIATIONS

Project Management Institute (PMI) | *Active Member* 2019 – Present
American Management Association (AMA) | *Member* 2020 – Present