

RUFUS STEWART

Project Manager

PERSONAL PROFILE

I am an experienced project manager who is looking for a full-time job in order to enhance my skills and gain more experience and knowledge.

CONTACT DETAILS

Home: 123-456-7890
Mobile: 123-456-7890
hello@reallygreatsite.com
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SKILLS AND ABILITIES

- Event planning
- Project management
- Strong communication and interpersonal skills
- Fast learner
- Team player
- Hard working
- Motivated and dedicated

OTHER SKILLS

I am multilingual and can speak natively in English, French, Spanish, German, and Italian. I am also an avid reader, writer, and nature photographer.

EMPLOYMENT HISTORY

Project Manager

Highlands Construction Firm | 2015 - Present

I work closely with upper management to make sure that the scope, direction, and budget of each project is on schedule and in line with the proposals.

Project Manager Intern

Madman Design House | 2014 - 2015

I assisted all senior consultants with project budgeting, creation and planning to ensure that the projects stayed in line with the given proposals.

ACADEMIC PROFILE

Pink Lake University

AAS in Business Management. Class of 2014

- President for Pink Lake University's Student Business Organization
- Contributor for The Pink Lake News
- Member of the Architecture Appreciation Society

Pink Lake High School

Graduated Class of 2010
Valedictorian

- President, PLHS's Accounting Club
- Vice President, Digital Arts and Media Organization
- Member, Math Team
- Member, Environmental Society