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FIRST NAME  
LAST NAME

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# Certified Project Manager

**Profil**

- 10 years' experience in construction and maintenance projects
- Member of the Order of Engineers - PMP certification
- Excellent knowledge of regulations
- Very good organizational and planning skills
- Flexibility and ability to adapt
- Leadership and independence
- Familiarity with MS Project and telco

**Experience**

**2010–Nov. 2016      COMPANY A      Edmonton, AL**

**Project manager - Construction and installation of equipment**

- Prepared project schedules and detailed budgets
- Carried out engineering studies in association with external and internal resources
- Obtained physical surveys
- Managed budgets and change notices
- Tracked the preparation of construction plans as per development plans
- Tracked requests for construction permits
- Organized and supervised calls for tenders
- Assigned the various construction contracts
- Oversaw the execution of projects
- Resolved conceptual and operational problems
- Closed projects

**2007–2010                      COMPANY B                      Vancouver, BC**  
**Project leader - Construction and maintenance -**  
**Medium-scale projects**

- Designed projects
- Carried out the required studies
- Coordinated administrative and technical aspects
- Administered contracts
- Monitored the work
- Ensured compliance with construction, safety and environmental standards and norms
- Validated plans and estimates
- Ensured technical support

**2005–2007                      COMPANY C                      Edmonton, AL**  
**Project control - Infrastructure**

- Prepared and tracked control plans
- Revised the scale of projects based on the initial undertaking
- Revised bids
- Tracked changes and requests for changes
- Prepared periodic reports
- Verified allocations and budget transfers

**Professional associations**

**Member of the Project Management Institute**

- PMP Certification – 2013

**Member of the Order of Engineers**

- Certification – 2004

**Education**

**2004                      XXXXX University                      Edmonton, AL**  
Bachelor's in civil engineering

**Computer skills**

- MS Project
- Convero project management systems
- Windows environment
- SAP environment
- Telco