

Santiago Joshi

(718) 555-0199 ✉️ santiago.joshi@example.com

🌐 linkedin.com/in/santiagojoshi 📍 123 Main Street, Brooklyn, NY 11201



SUMMARY

Dynamic Technical Project Manager with 6 years focused on managing complex technology projects. Proven success in delivering results aligned with business objectives through effective leadership and communication. Focus on risk management, contract negotiation, and maintaining compliance with rigorous standards. Committed to driving project success while ensuring stakeholder satisfaction and positive financial outcomes. Expertise covers oversight of budgeting, governance processes, and vendor coordination as a primary accountability point throughout project lifecycles.

EXPERIENCE

Technical Project Manager

January 2020 - Present

Tech Innovations LLC

Los Angeles, CA

Oversee full project life cycles, directing multiple technology initiatives exceeding budgets of \$2 million. Demonstrating strategic value by leading cross-functional teams from strategy through execution while ensuring alignment with defined objectives. Facilitate regular interactions with stakeholders for consistent communication and expected updates regarding progress and potential risks.

- Successfully delivered high-impact projects meeting or exceeding established timelines and budget constraints.
- Implemented comprehensive risk management strategies that proactively addressed potential project disruptions.
- Maintained robust documentation practices that ensured audit readiness and regulatory compliance throughout project lifespans.
- Led multi-disciplinary efforts securing smooth vendor engagements and optimizing procurement frameworks.
- Drafted and reviewed all project submittals; fostered continuous dialogue among diversified stakeholders to align project vision.
- Streamlined operational workflows to strengthen team collaboration and achievement of common goals.

Project Coordinator

March 2016 - December 2019

Digital Solutions Inc.

San Francisco, CA

Supported managers in coordinating project elements including schedules, resources, and quality measures across software development environments. Contributed essential insights towards developing best practices that parallel project management protocols. Active participation in stakeholder communications assured transparency and facilitated critical discussions aimed at enhancing project delivery.

- Efficiently assisted in crafting project documentation aiding timely completion of status reports and budget tracking.
- Actively ensured clarity between teams, reinforcing shared objectives and encouragement of collective ownership.
- Adapted swiftly to changing project conditions, employing agile methodologies benefitting overall performance upticks.
- Generated insightful summaries of meetings capturing action items vital for sustaining project momentum.
- Engaged passionately in promoting process improvements that advanced organizational standards and productivity.
- Refined communication channels between departments, bolstering ideal flow and consistency critical for project success.

Junior Project Manager

June 2014 - February 2016

Tech Ventures Inc.

Chicago, IL

Contributed effectively in managing smaller-scale technology projects through end-to-end execution overseen delineating clear responsibilities while maximizing resource utilization. Acquired fundamental project management principles enabling effective decision-making pathways based on transparent evaluations.

- Executed site inspections assessing compliance with established guidelines improving final deliverable quality.
- Facilitated consistent updates to various stakeholders fostering collaborative efforts within diverse segments of the workforce.
- Participated actively in identifying risks aligning departmental strategies, and composing documented responses reinforcing project reliability.
- Assisted diligently in crafting proposals targeting client needs ensuring stakeholder expectations were met.
- Developed foundational understanding of efficient resource allocation within project scopes showcasing emerging leadership attributes.
- Enhanced teamwork capabilities opening up avenues for mentorship and support within project circles.

LEADERSHIP & AWARDS

- Certified Project Management Professional (PMP) - Acknowledged by peers for exemplary leadership in key projects achieving vital milestones.
- Recognition Award at Tech Innovations LLC - Celebrated success in streamlining project governance processes, enhancing operational efficiency.

EDUCATION

Bachelor's Degree in Information Technology

2014

University of California, Berkeley GPA: 3.7

Berkeley, CA

Coursework: Software Development, Data Structures, Database Management, Networking

CERTIFICATIONS

- Project Management Professional (PMP) 📅 2021
- Certified ScrumMaster (CSM) 📅 2020

TECHNICAL SKILLS

- **Project Management Tools:** Asana, Trello, JIRA
- **Documentation Software:** Confluence, SharePoint, Google Docs
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Data Analysis Tools:** Excel, Tableau, Power BI
- **Agile Methodologies:** Scrum, Kanban, Lean
- **Risk Management Systems:** RiskWatch, Riskalyze, ARM
- **Budgeting Software:** QuickBooks, Microsoft Excel, Hyperion
- **Scheduling Software:** Microsoft Project, Primavera, Smartsheet
- **Technical Standards:** PMBOK, Agile, ISO Quality Standards
- **Vendor Management Systems:** SAP Ariba, Coupa, Jaggaer

SKILLS

- Project Management
- Risk Management
- Stakeholder Communication
- Contract Negotiation
- Cross-Functional Leadership
- Budget Management
- Agile Methodologies
- Technical Documentation
- Vendor Coordination
- Quality Assurance
- Compliance Monitoring
- Change Management
- Leadership Development
- Resource Planning
- Process Improvement

PROFESSIONAL AFFILIATIONS

- Member, Project Management Institute - Actively engage in networking events and professional development opportunities.
- Volunteer, Local Information Technology Association - Collaborate in community outreach activities empowering budding IT professionals.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST