



Santiago Joshi

Technical Project Manager

📞 (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.

STRENGTHS

- 🗨️ **Exceptional Communication**
Cultivated rapport with clients and team members alike, transforming challenging scenarios into opportunities for collaboration far exceeding expectations.
- 🛡️ **Risk Management Expertise**
Systematically assessed project dynamics allowing rapid response strategies, thus inspiring confidence among stakeholders steering them towards success.
- 📄 **Contract Negotiation Skills**
Skillfully negotiated beneficial terms which not only fortified business relationships but also safeguarded company interests during crucial dealings.
- 👥 **Strong Leadership Qualities**
Empowered teams by creating an inclusive culture encouraging innovation and creativity resulting in enhanced productivity and morale.
- ♥️ **Analytical Problem-Solving Ability**
Leveraged data-centric insights throughout project phases, leading teams deftly towards practical solutions for pressing challenges.

SKILLS

Project Management

Risk Management

Stakeholder Communication

Contract Negotiation

EXPERIENCE

Technical Project Manager

Tech Innovations LLC 📅 January 2020 - Present 📍 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

Digital Solutions Inc. 📅 March 2016 - December 2019 📍 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

Tech Ventures Inc. 📅 June 2014 - February 2016 📍 Chicago, IL

Cross-Functional Leadership

Budget Management

Agile Methodologies

Technical Documentation

Vendor Coordination

Quality Assurance

Compliance Monitoring

Change Management

Leadership Development

Resource Planning

Process Improvement

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.

LANGUAGES

English Native

Spanish Proficient

EDUCATION

Bachelor's Degree in Information Technology

University of California, Berkeley 🎓 GPA: 3.7 📅 2014 📍 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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST

MY CAREER



● Technical Project Manager at Tech Innovations LLC (6.4 Years)

● Project Coordinator at Digital Solutions Inc. (3.8 Years)

● Junior Project Manager at Tech Ventures Inc. (1.7 Years)