

# ARIA RICHARDS

Project Manager

## SUMMARY

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### Address

2361, Street, City, State



### Phone

+0101 / 012 3012 3123



### Email

youremail@gmail.com



### website

www.yoursite.com

## EXPERIENCE

### Project Coordinator

*Thermo Concord / 2010 - 2011*

Work as part of the Informatics Services delivery team, you will deliver professional consultancy services related to the implementation of Thermo Pishing Informatics products.

- Coordinating internal resources and vendors for the flawless executio
- Ensuring that all projects are delivered on-time, within scope and budget
- Establish and manage the relationship with the client and all stakeholder

## EDUCATION

### Master in Communication

*Prinston University / NewYork / Usa  
2014 - 2015*

### Bachelor of Creative Arts

*Medlex University/ London / England  
2012 - 2013*

### Manager, Facilities and Engineering

*Dynamyx Corporation / 2012 - 2014*

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- Manage projects and lead technical delivery teams within projects
- Deliver successful performance relative to defined performance metrics
- Overall project schedule and project deliverables responsibility.

## SKILLS

- Communication
- Leadership
- Team management
- Personal organization
- Risk management
- Planning Skills
- Negotiation

### Sr. Project Manager

*IMB international / 2010 - 2011*

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## SOCIAL



### Address

45645 Sreet Name



### Phone

012301230123



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### Website

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## EXPERTIZE

- Project Planning
- Conflict Resolution
- Guiding the Team
- Estimating Time
- Scope Estimation
- Risks Management
- Quality

## INTERESTS



Bicyclete



Travelling



Music



Video



Painting



Photography

## EXPERIENCE CONTINUED

### Project Manager

*Thermo Concord / 2010 - 2011*

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### Manager, Facilities and Engineering

*Dynamyx Corporation / 2012 - 2014*

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## REFERENCES

### Jason Birn

*Project Manager / IBM Corp.*

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### John Doe

*Project COordinator / Dynamix*

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### Jane Doe

*Manager / IntroGlobe.*

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### James Wilikins

*Ceo / Invest Global*

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