

**Jonathan Richards**  
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**Objective:**

An accomplished professional with the strong knowledge of project management willing to work on the position of project manager in company where I will get a chance to improve all my skills and knowledge of the field

**Qualification Summary:**

Result-oriented and hard working professional with extensive knowledge of project management field, strong communication and interpersonal skills, excellent leadership skills, strong presentation and organization skills, excellent problem solving skills, other **Skills** are:

- Highly Proficient in Computer Operations
- Excellent Technical Knowledge
- Strong Planning and Organization Skills
- Self-motivated and enjoy in working a team environment

**Experience/Projects/Internship:**

**ABC Company, Place**  
From 20xx to 20xx  
**Project Manager**

Handling all the duties and responsibilities assigned to this entry level project manager position, these are as follows:

- Responsible for assisting the senior project manager and providing help/assistance in completing his work
- Handling all the clerical duties and activities of the organization
- Attending all the training programs organized by the manager and the management
- Responsible for studying all the projects and maintaining record of these projects
- Responsible for maintaining a good rapport with other employees

**XYZ Company, Place**  
From 199x to 200x  
**Intern Project Manager**

Started working as an intern project manager and handled all the duties assigned by the senior project manager, these are as follow:

- Worked as an intern project manager and assisted the senior project manager and his work
- Handled all the projects and other work with the help of senior project manager
- Responsible for maintaining communication with people and handling their queries and problems

- Responsible for attending all the training programs organized by the organization for the intern staff

**Other Skills:**

- Knowledge of Computer Operations
- Internet Proficiency
- Expert in Using various tools like- Photoshop, MS Office, Tally, etc.
- Known Languages: English and Spanish

**Educational Qualification:**

- Bachelor's Degree of Business Administration from NY University in 19xx

**Honors/Awards:**

- Best Student of the Year 19xx and 19xx
- Best Employee of the Year 200x

**Reference:**

Available upon request