

# Bob Smith

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## PROFESSIONAL SUMMARY

Seasoned Director of Project Management with 15+ years of experience leading large-scale projects from conception to completion. Proven track record of leveraging doctoral level leadership business acumen and strategic thinking to align projects with organizational goals, optimize resource allocation, and drive significant improvements in efficiency and profitability. Proven ability to lead high level cross-functional teams, mitigate risks, and consistently deliver complex initiatives on time and within budget.

## SKILLS

- Leadership/Management
- Innovation/Change Management
- Excellent Communication & Relationship Builder
- Strategic Thinking/Problem Solving
- Strong Analytical/Data Analysis
- Project Management Tools (Agile & Waterfall)

## CERTIFICATIONS

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|---|---------------|
| <b>Agile Certified Practitioner Certification</b> , Project Management Institute    | February 2004 |
| <b>Six Sigma Green Belt Certification</b> , Skanska                                 | April 2002    |
| <b>Project Management Professional Certification</b> , Project Management Institute | August 2000   |

## PROFESSIONAL EXPERIENCE

**Director of Project Management**, AECOM Corp., Multisite Locations in PA Jul 2017 – Present

- Direct and manage project teams across various disciplines, including engineering, design, environmental sciences, and construction management, ensuring seamless project delivery
- Foster a collaborative environment within project teams and with external stakeholders (clients, contractors, authorities, and communities) to achieve shared project objectives and deliverables
- Lead the development and implementation of comprehensive project plans, including scoping, budgeting, scheduling, and resource allocation across departments
- Identify and mitigate project risks and challenges by liaising with stakeholders, clients, consultants, contractors, and authorities, facilitating communication and collaboration to ensure project success
- Drive the adoption of integrated project delivery systems and methodologies that enhance efficiency and collaboration across cross-functional teams
- Build and mentor high-performing cross-functional project teams, guiding their development and fostering a culture of continuous learning and engagement

**Senior Project Manager**, AECOM Corp., Mechanicsburg, PA Jan 2010 – Jun 2017

- Develop comprehensive project plans, defining scope, activities, and deliverables, creating planning schedules and overseeing budgets by managing communication senior management, customers, vendors, and regulatory agencies
- Identify and assign project resources, provide leadership and guidance to the project team, foster effective collaboration to manage project risks and issues, and develop contingency plans if needed
- Ensure projects adhere to company, industry, and regulatory standards, and maintain project quality control
- Consistently deliver projects ahead of schedule and under budget and implement innovative solutions that reduced operational costs by 15% and increased customer satisfaction by 20%

**Project Manager**, AECOM Corp., Mechanicsburg, PA

Jun 2003 – Dec 2009

- Led multi-disciplinary teams in delivering 17 projects on time, within scope, and under budget, exceeding client expectations
- Spearheaded project lifecycles from concept and planning to execution, construction, and closeout, ensuring alignment with client requirements and quality standards
- Managed change, mitigated risks and maintained project momentum; delivered positive financial metrics, including profit, billings, and collection management
- Implemented Agile and Waterfall methodologies to optimize project delivery, reduce turnaround times by 50%, and enhance stakeholder satisfaction

**Business Analyst**, Beta Group Inc., Hartford, CT

Sep 1997 – May 2003

- Analyzed and interpreted financial data to identify trends and potential risks, presenting findings to stakeholders to support strategic decision-making
- Developed and maintained financial models and forecasts, translating complex information and facilitating communication between stakeholders and IT teams
- Utilized data analysis and visualization tools (e.g., SQL, Excel, Power BI, Tableau) to extract insights, create reports, and identify opportunities for process improvement

**MBA Summer Intern - Business Analyst**, Beta Group Inc., Hartford, CT

Jun 1997 – Aug 1997

- Assisted in developing business cases and financial models to support strategic decision-making regarding new service offerings or operational efficiency initiatives
- Researched and evaluated potential technology solutions or tools to streamline data analysis, reporting, or project management workflows
- Prepared clear and concise presentations and reports for senior leadership, translating complex data and analysis into actionable insights and recommendations

**Assistant Analyst**, Gamma Ltd., Westmont, IL

Jul 1996 – May 1997

- Analyzed business data and trends, leveraging strong analytical and problem-solving skills acquired through coursework and projects
- Supported financial analysis activities, including generating routine reports, reconciling accounts, and assisting with budgeting/forecasting efforts
- Proficient in data analysis tools such as Microsoft Excel (including VBA), and experienced in utilizing databases and generating reports

**EDUCATION****Doctor of Strategic Leadership**

May 2015

Regent University, Virginia Beach, VA

- **Relevant Courses:** Organizational Strategy & Design, Strategic Foresight, Organizational Culture, Values & Ethics, Leadership Analytics, Consulting Principles, Creativity & Innovation, Leadership Development, Design Thinking, Change Management

**Master of Business Administration**

May 1998

Regent University, Virginia Beach, VA

- **Concentration:** Innovation Management

**Bachelor of Science in Business Administration**

May 1996

Old Dominion University, Norfolk, VA