

Client A Sample, P. Eng.

123 Sample Street, Sample City, Ontario 1A2 B3C, Home 555-555-5555, Cell: 555-555-7777

Project Manager

Summary

Professional with over 20 years experience in setting, managing and meeting the expectations of stakeholders to ensure project success. Proven record of accurately analyzing all aspects of project or areas of responsibility, and delivering project goals and objectives on time and on budget. Successfully managed engineering, procurement and construction on numerous simultaneous capital projects in the Sample Industry, up to \$27 M [million] on completed projects and over \$130 M on one project through front ending.

Core Competencies

- Project Design, Scope, Management & Rollout
 - Scheduling Tasks and Milestones
 - Multilevel Project Management
 - Crisis Management
 - Administrative Project Management
 - Change Management
 - Budget Management
 - Cost Containment
 - Team Building & Leadership
 - Goal Setting
 - Business/Project Strategy & Direction
 - Problem Identification & Resolution
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Experience

Project Manager - Private Company. Sample City, Ontario 20XX - 20XX

As Project Manager on 10 major projects [>1M], primarily in the Nylon Intermediates and Biological Treatment operations, directed teams of Operations Maintenance and Engineering personnel, and external EPC contractors in the fulfillment of engineering, procurement and construction needs.

- Developed staffing plans, work schedules, budgets, and time lines
- Streamlined company operations, identified more productive methods to achieve top performance, eliminated waste and reduced expenses
- Handled multiple projects simultaneously and met all deadlines
- Successfully managed teams from a major international engineering consultant in execution of capital projects
- Evaluated product data and design from inspections and reports for conformance to engineering principles, customer requirements, and quality standards

Project Manager - Sample Company Inc. . Sample City, Ontario 19XX - 20XX

Initially provided mechanical engineering support to approximately half of Sample City Site [site investment in excess of \$100M], then promoted to Project Manager on capital projects over \$1M.

- Performed full lifecycle project management and supervision of both permanent employees and contractors
 - Participated in many Process Hazards Analyses using fault tree, HAZOP and other technologies
 - Used communication, organization and interpersonal skills to establish regular and effective communication processes between Engineering and clients resulting in a high level of client satisfaction
 - Conferred with scientists, engineers, regulators, and others to plan and review projects, and to provide technical assistance
 - Reviewed performance reports and documentation from customers and field engineers, and inspected malfunctioning and damaged products to determine problem
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Notable Projects

\$27M project for catalytic decomposition of a major greenhouse gas vent stream using new Sample Company developed process that involved design and fabrication of large pressure vessel capable of 1200 deg F operation

A \$138 M project for doubling capacity of major operations complex at Sample Company Inc.'s Sample City site. Successfully managed large project teams and the EPC contractor following the complex Sample Company Guide to Project Implementation.

A \$21M project involving design, fabrication and installation of a large Titanium distillation column and auxiliaries, with piping, controls, etc., to reduce steam consumption by 80,000 lb/hr, equivalent to one Powerhouse boiler

Education

Master of Science, Engineering, 19XX

Sample University , Sample City, Ontario

Attended classes part time at the Sample University Department of Mechanical Engineering in conjunction with full-time employment at Sample Company Inc. Specialized in heat transfer and fluid flow.

Bachelor of Applied Science, Mechanical Engineering, 19XX

University of Sample Town, Sample Town, Ontario

Papers Published

"Publication Title Removed for Privacy Purposes." *Book of Abstracts*. 19XX, 28 p. . Authored by A.B. Sample and C.D. Example and presented at the Society of Engineering Science, Sample City, Sample State, USA, September XX - XX, 19XX.

Additional Training

- Fault Tree Analysis
 - Piping Design with ASME B31.1 and B31.3
 - Pipe Stress Analysis using Caesar II
 - Pressure Vessel Design
 - Heat Exchanger Design
 - Project Management
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Awards of Excellence

- Engineering Excellence - Sample Company Inc., 19XX. Received a global Sample Company Engineering Excellence award as project manager for a highly successful project involving leading edge technology for destruction of nitrous oxide, a vent gas stream in the manufacture of adipic acid
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Affiliations

- Professional Engineers of Ontario (PEO). Served as Chair of the Sample City Chapter of Professional Engineers of Sample Province from 19XX to 19XX.
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Community Involvement

Board of Directors - Sample City Long-Term Care. Sample City, Ontario

20XX - Present

Sample City Long-Term Care is a local long-term care facility with an annual operating budget of \$8,000,000. I am currently chair of a committee responsible for a project to replace 89 of the 152 beds with facilities meeting current standards and estimated to cost \$15,000,000 to \$20,000,000.
