

Gizella Flasher

Associate Project Manager

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📍 12345 Broad St, Pittsburgh,
PA 15222

Education

Associate's degree in project management at Community College of Philadelphia

Aug 2013 - May 2017

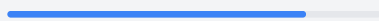
Some skills I've learned are time management, task delegation, and creating project plans.

Links

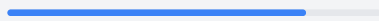
[linkedin.com/in/gizellaflasher](https://www.linkedin.com/in/gizellaflasher)

Skills

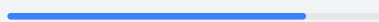
Communication



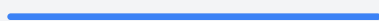
Organization



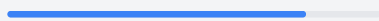
Time management



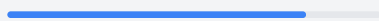
Prioritization



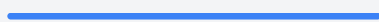
Risk management



Change control

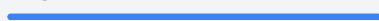


Issue/bug tracking

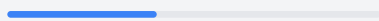


Languages

English



Bengali



Profile

Over 5 years of experience as an Associate Project Manager. I have successfully managed projects from start to finish while maintaining a high level of quality and staying within the budget. I am extremely organized and detail-oriented, which has helped me immensely in managing complex projects with multiple stakeholders. My excellent communication skills allow me to effectively manage expectations and keep everyone on the same page throughout the project lifecycle.

Employment History

Associate Project Manager at C&A Industries, Inc., PA

Mar 2022 - Present

- Led a team of 3 project coordinators and 1 assistant project manager in executing a \$2 million dollar construction project from start to finish.
- Successfully completed 2 out of 3 assigned projects under budget and ahead of schedule.
- Wrote proposals that resulted in the acquisition of 4 new clients, totaling \$1.6 million in revenue for the company.
- Trained 6 new employees on company software and processes.

Project Manager at The Panther Group, PA

Jul 2017 - Feb 2022

- Led a team of 4 engineers and 2 architects in the design and construction of a \$2 million office building. The project was completed on time and under budget.
- Managed a \$1 million renovation project that included gutting an old office building and renovating it into a modern, state-of-the-art facility. The project was completed on schedule and within budget.
- Successfully oversaw the construction of a new school campus comprising 3 buildings totaling over 100,000 square feet. The project came in under budget by nearly 20%.
- Was responsible for managing all aspects of an \$8 million dollar hotel development from start to finish; this included everything from site selection & acquisition, to working with the architect & designer, to coordinating with various contractors during construction phase through completion/opening..
- 5) Led efforts in developing proposals for potential projects which resulted in securing 5 new contracts worth over \$3 million dollars total.

Certificates

Certified Associate in Project Management (CAPM)

Oct 2020

PMI Agile Certified Practitioner (PMI-ACP)

Aug 2019