

John Q. Public

Qualification	Years of Experience	Project Information	Reference Information
<p>Minimum 2 yr IT PM (mandatory)</p>	<p>4.5</p>	<p>12/03 – 5/06, Project Manager for Acme Web sites; Napa, CA., A Web site Development and Management Company Project Manager and oversight responsibilities included: Verification of Project Management practices for large engagements; Developing standardized web site project implementation methodologies; Monitoring the requirements traceability effort to ensure project compliance; Implementation and utilization of PM and performance tracking tools such as Earned Value analysis, standardized processes, and risk templates.</p>	<p>Mr. Chris Jones President, Acme Web sites 2063 First Ave. Napa, CA. 94558 (707) 555-1212 name@url.com www.picadomain.com</p>
		<p>01/05 – 11/05 Project Manager and Business Analyst for ABC Personnel Services, Sacramento, CA., A Human Resource Company Responsibilities for the “eRams” project: Managing the implementation of a Human Resource ASP software solution; Interfacing with ABC Staff and software vendor; Interfacing with, and providing training for, end users; Creating requirements specifications; Testing software releases; Maintaining the Change Control process.</p>	<p>Ms. Kelly Jones ABC Personnel Services 241 Lost Way Sacramento, CA. 95815 (916) 555-1212 name@url.com</p>
		<p>04/98 – 09/01 Project Manager at InfoAutoMate Inc., Redwood City, CA., A Software Reseller and Systems Integration Company Responsible for the following activities: Managing Solomon/Great Plains accounting system implementations for mid-size and start-up companies; Improving consulting practices by streamlining implementation methodologies, establishing standardized tasks and deliverables, and performance measures. Continuous communications with clients regarding milestone and budget tracking, resource coordination, risk assessment, contingency planning, project status, and customer satisfaction reviews;</p>	<p>InfoAutoMate, Inc. C/O Ms. Cristal Pepin @ XYZ Consulting Services 80 Secret Square, Suite 211 Pacifica, CA. 94044 (650) 555-1212 name@url.com</p>

Additional IT PM (desirable)	10 months	04/06 – 03/07, California Department of Technology Services, Sacramento, CA. Project Manager responsible for the various Facilities projects: Management of facilities projects for the acquisition and remodeling of new and existing sites; Reporting to STO Director, senior management, steering committees, and external stakeholders; Preparation and presentation (written and verbal) of monthly executive project status reports; Facilitation and control of communications and requirements between the various business units and the STO Facilities business unit; Meeting with members of the Department of General Services and the Department of Finance to coordinate and submit service and funding requests; Maintenance of all Project Management records, including project plans, schedules, issues/risk logs, and critical correspondence.	Ms. Ann Smith CA. Department of SomeTypeOf Service Special Management Office (916) 555-1212 name@url.com
Managing or providing IPO services on healthcare IT projects (desirable)	1	7/07 – Present, Business Analyst conducting Independent Project Oversight Consulting (IPOC) services for the CA. Department of Transition.	Mr. Bart Simpson Special Project Liaison CA. Department of Transition 111 A Street Sacramento, CA. 95816 (916) 555-1212 name@url.com
		12/03 – 5/06, Project Manager for Acme Web sites; Napa, CA., A Web site Development and Management Company Project oversight for the web site and database redesign efforts at Medical, L.P. (a pharmaceutical firm located in Napa, CA).	Mr. Chris Jones President, Acme Web sites 2063 First Ave. Napa, CA. 94558 (707) 555-1212 name@url.com www.picadomain.com
Experience in written and oral communication with project executives (desirable)	10	In all past work assignments, Mr. Public has always prepared status reports and given presentations to both clients and executive stakeholders.	
PM Certification	Yes	Mr. Public was PMI-certified in 2002; certification number 99999	

