

# Selene Melany

## Project Manager

### Personal Info

#### Email

selene.melany@resumetabmail.com

#### Phone

(123) 123-1234

#### LinkedIn

linkedin.com/in/selene.melany

### Skills

Project scheduling

Strategic planning

Budget management

Scrum and Agile methodologies

Written and verbal communication

Interpersonal skills

Asana, JIRA, Microsoft Office

### Languages

English 

French 

Spanish 

PMP-certified project manager with 8+ years of experience in the fashion industry. Keen to contribute to the expansion of the Your Style Clothing Inc. by establishing project milestones and collaborating closely with company stakeholders. Led a \$2.1-million project to successful completion within deadlines and with adherence to the budget in 2020–2021.

### Work History

2017-01  
- 2022-12

#### Project Manager

*Gourmet Fashion, Brunswick*

- Cut costs by \$120,000 by delegating website development to an overseas company
- Led several cross-functional teams as well as selected project team members and hired freelance designers when necessary to adhere to deadlines
- Collaborated with the company stakeholders to establish project budgets, prepare contracts, and negotiate with local contractors

#### Key achievement:

- Delivered a \$2.1-million fashion project involving cooperation between fashion designers, marketing managers, fabric suppliers, and production facilities within an 18-month period.

2014-01  
- 2016-12

#### Junior Project Manager

*L is for Leggings, Brunswick*

- Assisted the project manager in coordinating garment development involving collaboration between graphic designers, fashion experts, stylists, and seamstresses
- Created project workflows including setting targets, milestones, deadlines, and project outcomes as well as the required documentation
- Communicated regular project updates to all stakeholders using Asana software

#### Key achievement:

- Coordinated a \$33,000 digital marketing project within deadlines while cutting costs by 11%.

### Education

2009-09  
- 2013-05

#### Business Administration, Bachelor of Science

*Bowdoin College, Brunswick*

GPA: 3.84

### Certificates

2016-12

#### Project Management Professional (PMP)

Project Management Institute

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**JR Anderson**

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The Solicitors' Journal and Reporter ,1886    **Amateur Mechanics** ,1883    **Tourist Court Journal** ,1975    **The Solicitors' Journal & Reporter** ,1886    **Metal Worker, Plumber and Steam Fitter** ,1897    The Metal Worker ,1897

Practical Engineer ,1892    Poland China World ,1948    The Solicitors' Journal ,1886    Live Stock Journal ,1920  
*Adweek* ,1991 Vols for 1981 198 include four special directory issues    **Industrial Fabric Products Review** ,1995

*Pharmacotherapy* Joseph T. DiPiro, 1993 The gold standard text for the therapeutics course mandatory in pharmacy schools Now in its sixth edition this classic text continues its long standing tradition of offering unparalleled guidance in the development of pharmaceutical care plans The book provides a unique process of thinking about pharmacotherapy the process which uses evidence based approaches to the drug treatment of diseases Features FREE Online Resource Center for professors and students study materials web chapters questions and answers and updates NEW Key Concepts begin each chapter Excellent use of algorithms tables and charts provides clear recommendations Clinical Controversies in the treatment sections of disease oriented chapters    The Optometric Weekly and the Optometrist & Optician ,1967

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