**John M. Lahr**

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**Career Summary:**

Detail-oriented, well-experienced and certified Project Management professional with strong background in understanding project requirements, coordinating team activities and maintaining strong client relations. Adept at assessing project status and providing effective resolutions for complicated issues throughout the development phases.

**Summary of Skills:**

* Extensive experience in overseeing daily management, coordination, supervision for overall completion of the projects
* Familiar with the project management fundamentals and ability to effectively interact with all levels for timely completion of assignments
* Capable of maintaining long-term relations with clients, and ensuring quality delivery of the assigned projects as per industry standards
* In-depth information about planning, organizing and overall managing of the project in relevance with the scope, budget, etc.
* Proficiency in working with MS Office Suite, maintaining spreadsheets, and updating company database
* Exceptional time-management and critical thinking skills to solve issues while working in a fast-paced environment
* Team player with sound organizational and communication skills

**Work Experience:**

Assistant Project Manager

Athenica Solutions, Houston, TX

December 2016 – Present

* Ensuring projects are progress are per clients' schedules and expectation
* Coordinating with product designers, developers, and testers to ensure projects incorporate features and specifications as per clients' demand
* Collaborating with the marking team to participate in quarterly expo meetings to promote company's services thereby increasing clients by 12%
* Conducting quarterly sessions with stakeholders to inform about profits and discussing ways to improve the firm's turnover
* Working with the senior executives and project managers to ensure long-term business relationships with clients
* Preparing monthly reports about the status of ongoing projects, and communicating it to senior managers as well as clients

Project Coordinator

PAC Incorporation, Houston, TX

May 2013 – November 2016

* Assisted in preparing summarized reports about the status of ongoing projects for senior management
* Managed projects from initiation up to completion, identified ways for cutting unnecessary expenses, and increased potential profits
* Assisted team head in designing overall schedule for projects by defining objectives and made necessary adjustments in plans
* Coordinated with sales executives to meet prospective clients and gained in-depth understanding about the project particulars, including scope, time-frames, budget and expected outcomes
* Understood project scope and requirements to calculate materials, manpower and expenses
* Handled various duties like monitoring project's progress, resolving minor issues, and reviewing fortnight reports submitted by the concerned team
* Acted as a point of contact between company and clients, gave periodic updates about project status, and conveyed expected delays for particular phases

**Internship:**

Project Management Assistant

AECOM Enterprises, Houston, TX

August 2011 – April 2013

* Created detailed plans for projects under the supervision of Project Manager
* Assisted with monitoring project's progress by keeping daily records of the completed tasks in the respective project's spreadsheet
* Coordinated with the team to prioritize tasks and ensure projects are completed within budget and in time
* Served as the point of contact to oversee the project team's vendor management activities by pro-actively handling orders and invoicing
* Participated in the project team meetings to take minutes of the discussion, and escalated serious issues to the upper management
* Ensured the project meets specific quality for high customer satisfaction
* Oversaw documentation before signing project agreement with the clients, deciding on vendor, and maintaining updated database

**Education:**

* Master's Degree in Project Management   
  University of Houston, Houston, TX   
  2011
* Bachelor's Degree in Business Administration   
  University of Houston, Houston, TX   
  2009

**Certifications:**

* Project Management Professional (PMP) Certificate, 2016

**Reference:**

On request.