

MATHEW GEORGE

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OBJECTIVE AND PROFESSIONAL OVERVIEW

I am very interested in continuing my career as a Project Manager for your company. I am looking for a long-term position that provides a challenging environment, professional team and solid communication. I have more than 15 years of practical logistical, technical and leadership experience. My current professional goal is to finish auditing my final years' experience hours for the PMP exam.

RELEVANT SKILLS

Presentations/ Reports	Leadership/ Team Building	Operations Supervision
Marketing Support	Scope Management	Record Keeping
Project Budgets	Quality Control/ Assurance	Personnel Management
Risk Management	Project Management	Problem Solving
Time Management	Microsoft Office/ MS Excel	Customer Service

EXPERIENCE AND ACHIEVEMENTS

All gaps in employment are because I have been an independent contractor for those periods. All 1099 work available on request. Some gaps visible via LinkedIn.

PCS ESIDENTIAL – Project Manager- Littleton, CO 08/19- PRESENT

- **Overview:** Managed life cycles of custom window and roof projects from post-sale through installation. Responsible for project logistics, quality assurance, scheduling, troubleshooting and customer service.
- **Results:** Managed over 80 custom projects with total values exceeding \$1.3 million dollars. Average simultaneous projects managed: 25-40.

GRAVINA'S OF LITTLETON – Project Manager- Littleton, CO 06/18-05/19

- **Overview:** Managed life cycles of custom window and door projects from post-sale through installation. Responsible for project logistics, oversight, troubleshooting and customer service.
- **Results:** Managed over 150 custom projects with total values exceeding \$1.7 million dollars. Average simultaneous projects managed: 20-30.

THE WRIGHT GROUP – Operations Manager- Denver, CO 03/18-05/18

- **Overview:** Responsible for logistics of event rental and warehouse operations, such as staff scheduling, shipping and receiving and special projects.
- **Results:** Personally streamlined operations and logistical capabilities and staff procedures prior to my replacement due to nepotism.

DAVITA HEALTHCARE – Warehouse Administrator- Denver, CO 10/16-09/17

- **Overview:** Responsible for the general logistics of event production needs, as well as storage, shipping, inventory and other various projects for a corporate special event warehouse.
- **Results:** In addition to daily responsibilities, I successfully completed various warehouse upgrade projects. I was working on integrating an inventory control system upon leaving. Team was disbanded.

EDUCATIONAL MEASURES- *Project Manager*- Centennial, CO 2/15-5/15

- **Overview:** In this role, I was responsible for project planning, project documentation, scheduling and staffing of multiple various projects relating to wireless iPad surveys and audiovisual services for medical conferences and special events. Left amicably due to unsustainable travel requirements.

RE/MAX WORLD HEADQUARTERS- *Lead Technician*- Denver, CO 2/14-11/14

- **Overview:** While at RE/MAX, I was responsible for planning and performing audiovisual services for training and special events for corporate staff and brokers.
- **Results:** Planned, procured and led the execution of upgraded video systems, wireless, and power reserves for audiovisual equipment in corporate training rooms. Personally developed strategy to maintain and document quality control for all AV systems. Left when company restructured and laid off 1/3 of all employees.

KRDO NEWSCHANNEL 13- *Photojournalist/ Editor*- Colorado Springs, CO 5/11-05/12

- **Overview:** At KRDO, I was responsible for team and independent news gathering, as well as equipment maintenance and accountability for editing systems and files.
- **Results:** Personally developed station strategy and implementation to maintain and document quality control to video equipment, editing stations and live trucks. Won two industry awards during my time there (Associated Press and Edward R. Murrow). Left to perform freelance A/V projects in Denver at a higher wage.

HEAD FIRST MEDIA- *Project Producer*- Louisville, KY 08/07-5/11

- **Overview:** At Head First, I successfully led project planning and execution to facilitate the production of simultaneous video productions, multimedia projects and presentations of various natures with budgets occasionally exceeding \$10,000. I frequently led teams of 10 or more during execution of projects.
- **Results:** My actions at Head First led to the consistent increase in overall company profitability and customer satisfaction with project performance and deliverables. Left to move to Colorado.

EDUCATION

The University of Southern Mississippi 2001

Bachelor of Arts- Communication

Chaminade University of Honolulu 1997

Associate of Arts- Liberal Arts/General Studies

CERTIFICATIONS

Project Management Professional Certificate- Colorado State University 2015

CAPM- Project Management Institute (PMI) - PMI verification number 1941611 2016

MILITARY SERVICE

US Marines- Ammunition Technician- Honorable Discharge- E4 1992-2000