

Oliver Foppe

Project Specialist

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📍 1234 Maple Street, Saint Paul, MN 55101

EDUCATION

Bachelor of Science in Project Management at Minnesota State University, Mankato, MN

Sep 2017 - May 2021
Relevant Coursework: Project Planning, Scheduling and Control, Cost and Risk Management, Quality and Procurement Management, Team and Stakeholder Management, Agile Project Management, and Project Performance Measurement.

LINKS

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

SKILLS

AutoCAD
GanttPRO
Trello
Asana
Smartsheet
Microsoft Project
Basecamp

LANGUAGES

English
Urdu

HOBBIES

Photography

PROFILE

Results-driven Project Specialist with 2 years of experience in successfully managing projects from inception to completion. Adept at collaborating with cross-functional teams, developing and implementing project plans, and ensuring timely delivery of project milestones. Demonstrated ability to optimize processes, manage budgets, and identify risks to drive continuous improvement. Proven track record of delivering high-quality results while maintaining strong stakeholder relationships.

EMPLOYMENT HISTORY

● Project Specialist at 3M, MN

Apr 2023 - Present

- Successfully managed and executed a \$2 million project, resulting in a 15% increase in production efficiency and a 10% reduction in costs for 3M MN.
- Streamlined project management processes, leading to a 25% decrease in project completion time and a 30% improvement in team productivity.
- Implemented a new project tracking system that increased project visibility and improved communication between departments, resulting in a 20% reduction in project delays and a 15% increase in customer satisfaction ratings.

● Associate Project Specialist at Cargill, MN

Jul 2021 - Mar 2023

- Successfully managed a project worth \$1.5 million, leading to a 10% increase in operational efficiency and a 5% reduction in costs within the first year of implementation.
- Coordinated with cross-functional teams of 20+ members, resulting in the timely completion of 3 major projects, each within the allocated budget and meeting all project milestones.
- Implemented a new project management software that streamlined communication and task tracking, increasing team productivity by 15% and reducing project completion time by 8%.

CERTIFICATES

Project Management Professional (PMP)

Jan 2022

Certified ScrumMaster (CSM)

Nov 2020

MEMBERSHIPS

Project Management Institute (PMI)

International Project Management Association (IPMA)