

Mary Martinez

Project Management Specialist

(123) 456-7890 · Durango, CO · email@example.com · LinkedIn | Portfolio

Versatile project manager with a background in digital marketing and strong leadership skills. Known for managing large budgets and coordinating cross-functional teams.

Professional Experience

Stay-at-Home Mom (Project Coordination) | Self-Employed | Durango, CO
April 2018 – Present

- Manage a monthly household budget of \$4K for a family of five
- Founded and grew a 250-member local parenting group, partnering with 12 businesses for sponsorships
- Volunteered as PTA liaison, organizing fundraisers and parent-teacher initiatives

Project Manager | Denver Health | Denver, CO
January 2014 – April 2018

- Directed a \$500K EHR system upgrade, leading a 12-member interdisciplinary team
- Increased data processing speed by 30% post-implementation
- Conducted 10+ annual staff training sessions on new healthcare technologies

Education

B.S. in Marketing | University of Georgia | Athens, GA
June 2017

Certifications

- CAPM, Project Management Institute, February 2016
- HubSpot Content Marketing, May 2020