

Scott Summers

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Profile

Focused, self-motivated **Project Management Professional** with technical, leadership and business strategy skills to plan and execute complex projects from concept to completion. Manages the project scope, cost, and schedule while meeting client and stakeholder deliverables and performance criteria. Background in construction industry with demonstrated ability to lead and support teams with a focus on collaboration, safety, and quality.

Summary of Qualifications

- Proficient in project planning and scheduling, creating project plans, timelines, and schedules using Microsoft Project and Gantt charts
- Skilled in budgeting and cost control, developing and managing project budgets, tracking expenses and ensuring cost efficiency
- Trained in risk management, identifying, assessing, and mitigating project risks to ensure successful project outcomes
- Clear communication skills to convey project information to stakeholders
- Knowledge of quality management principles and techniques to ensure project deliverables meet required standards
- Ability to collaborate with diverse groups to achieve project goals
- Understanding of contract terms and conditions and ability to manage and negotiate vendor and client contracts
- Strong analytical and critical thinking skills to resolve project issues

Education

Graduate Certificate, Project Management
Algonquin College, Ottawa, ON

Jan. 2024 – Present

Bachelor's Degree, Civil Engineering
Jadavpur University, Kolkata, West Bengal, India

- GPA: 8.59/10.00

Graduated Jun. 2023

Related Experience

Business Project Assignment
Algonquin College, Ottawa, ON

Feb. 2024 – Dec. 2024

- Developed and executed a comprehensive project plan for a simulated business project, including scope, cost, schedule, and quality management.
- Conducted stakeholder analysis and defined project goals, constraints, deliverables, and performance criteria in consultation with team members.

- Utilized project management tools and techniques to monitor and control project progress, ensuring alignment with organizational strategic plans.
- Applied communication and leadership strategies to foster a collaborative project environment and effectively manage team dynamics.
- Presented project outcomes and business justifications to stakeholders, demonstrating the ability to adapt plans in response to internal and external issues.

Junior Project Manager

Apr. 2023 – Dec. 2023

Rainbow Infrastructure Pvt. Ltd, Kolkata, West Bengal, India

- Supported the planning and design of civil engineering projects, outlining tasks and setting deadlines to meet project requirements and milestones
- Coordinated with team members and stakeholders to ensure project goals are met.
- Monitored project progress and prepared regular status reports for senior management.
- Managed project-related documentation, ensuring all materials were current and filed.
- Assisted in risk management and change management processes.
- Supported the Project Manager in budget management and resource allocation.
- Participated in project meetings, took minutes, and ensured effective communication among all stakeholders.
- Helped resolve any issues that arose during the project lifecycle, ensuring compliance with all relevant regulations and standards.

Other Experience

Team Lead

Jan. 2024 – Present

McDonald's, Ottawa, ON

- Supervise and coordinate team members to ensure efficient and effective service delivery.
- Train new employees in company policies, procedures, and customer service standards.
- Monitor inventory levels and place orders to ensure adequate stock of supplies.
- Handle customer complaints professionally for customer satisfaction and retention.
- Assist in scheduling and shift planning for optimal staffing levels to meet business needs.
- Implement promotional activities and upselling techniques to increase sales.
- Comply with company policies and regulations to maintain a positive work environment.

Memberships

PMI Member

Jan. 2024 – Present

Project Management Institute, Ottawa Valley Chapter, Ottawa, ON