

HILLARY TEMPLETON

200 Miller Court, Wheat Ridge, CO 80033 - (303)000-0000 - h_t@comcast.net

SUMMARY OF QUALIFICATIONS

Dynamic, results-driven **Project Manager** with 15 years of experience in full-cycle project management, lucrative business development, efficient business administration, and superior client services. Focused leader who excels at creating customized solutions for the client as well as the company. Demonstrated ability to effectively manage and work with both small and large teams on a collaborative level as well as managerial level. Articulate and influential communication skills, serving as an effective team leader, liaison, and negotiator. Proven experience in maximizing company resources and working with budget parameters. Successful record completing set goals and meeting deadlines. **Expertise encompasses:**

Strategy Development and Implementation • Business Development • Client Services and Account Management
Business Administration • Financial Management • Legal Aspects • Compliance Policies and Standards
Contract Negotiations • Service Agreements • Team Management • Best Practices for Project Management

EXPERIENCE

Project Manager, Hillarty Templeton Consulting (Front Range, CO) **1997 – Present**

Own and manage a profitable management firm specializing in construction projects and property management, actively supervising each project from inception through implementation to completion.

- Supervise project teams of up to 100 contracted employees, ensuring that all team members deliver products and services to customers in an effective manner. Direct several projects simultaneously, overseeing productivity, analyzing quality controls, generating activity reports, providing progress updates, and motivating project teams.
- Work closely with well-known clients throughout metro Denver, Boulder, Colorado Springs, and the Front Range Mountain towns. Manage projects from \$40,000 to \$8 million in scope for customers that have included AAA Design-Build, Hammers Building, and Regis Homes. Build rapport and cultivate solid working relationships with clients while obtaining requirements, signing agreements, and outlining the scope of each project. Serve as the main point-of-contact throughout the project for updates and resolution on escalated issues.
- Develop and implement marketing strategies that target both new and existing customers. Increase company revenue and the client account base through direct marketing campaigns, networking, referrals, and channel development.
- Manage the bidding process from initial proposals to final bids. Analyze specifications for each project and provide solutions that satisfy client-specific situations. Draft project plans and workflow charts, continually developing new processes and procedures necessary to support customer criteria. Create project requirements, budget parameters, and timelines, communicating with managers, contractors, vendors, and clients in order to successfully complete projects on time and within budget.
- Track and evaluate performance reports and overall results for each project, identifying successful areas and those that need improvement.
- Manage administrative, operational, legal, and financial aspects for the consulting firm as well as for client projects. Create and monitor reports, spreadsheets, and databases for annual business plans, profit and loss statements, customer information, accounts payable and accounts receivable, inventory, and taxes.
- Credited for keeping projects on schedule and within budget, saving thousands of dollars for clients.
- Received numerous letters of recognition from clients for excellent results and commitment to service.

EDUCATION AND CERTIFICATIONS

Bachelor of Science Degree in Construction Management, University of Colorado, Boulder, Colorado

TECHNICAL AND COMPUTER SKILL SET

Microsoft Office including Outlook, Word, Excel, and PowerPoint • Microsoft Project • AutoCAD • Sketch-up
Harvard Project Manager • Primavera Sure-Trak • On Target • Timberline • Bid Team • American Contractor
Peachtree • QuickBooks • Customer Management and Sales Tracking Systems • Online Communications

MORE INFORMATION ON HILLARY TEMPLETON

<http://www.linkedin.com/pub/hillary-templeton/10/10262/208>