

Ross Professional Services, LLC

“An Equal Opportunity Employer”

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Description of Position: Project Manager

Hold both a relevant bachelor's degree and a PMP certification. Demonstrated ability to perform Earned Value (EV) analysis on large multiyear IT projects. Experience performing the duties identified above in an information technology operations of the same or larger magnitude.

Required Skills:

1. Provide task tracking, resource allocation, quality assurance, technology review, research, budget monitoring and weekly status reports.
2. Manage functional teams, assist with budgets, manage vendor/client relationships and provide work plans for developmental projects.
3. Implement network functions.
4. Provide support services. Identify and manage risk.
5. Act as liaison between government management and contractors to define work needed to ensure work is accomplished as required.
6. Define project tasks and resource requirements.
7. Develop full-scale project plans and assemble and coordinate project staff.
8. Manage project budget and project resource allocation.
9. Plan and schedule project timelines while tracking project deliverables using appropriate tools.
10. Quality assurance and project evaluations and assessment of results.
11. Implement and manage project changes and interventions to achieve project outputs.