

Jimmy Lee Roberts
Project Manager

Professional title

A graduate of a accredited project management City-University Seattle and a graduate to be of Human Services program in Alabama. A general contractor who is able to perform work related to the field. Is able to use methodologies to create projects that meet the standards, guidelines, and processes for that project.

Contact

Address:

Jimmy Lee Roberts

105 Pearl Drive

Wetumpka, Alabama 36092

Phone:

E-mail:

Jimmyleeroberts@gmail.com

Website

Linkedin <https://www.linkedin.com/in/jimmy-roberts-aa143ab5/>

Facebook:

<https://www.facebook.com/jimmy.roberts.14203544>

Education:

Bachelor's Degree

Project Management

2014-2017

Master's Degree

Human Services

2022-2022

Experience:

Sales Associate /Delivery Driver Rodda Paint Company 3838 4th. Avenue South Seattle, WA 98126 July 11, 2014 – Sept 11, 2014 My responsibilities included delivery of customer orders in via company vehicle, answering customer inquiries in person and by phone, assisting customers with product and color selection, accurate tinting and mixing of paint, processing of sales and product inquires with POS system, and stocking and rotating of inventory

Head Cashier/Customer Service Representative Lowe's Home Improvement-Bellevue 11959 Northup Way Bellevue, WA 98005 Oct 31, 2013 – April 24, 2014 My position was to oversee cash transactions, cash reconciliations, accounts payments, accounts receivable and other accounting duties according to company policies. I assisted in store's shrink awareness programs and provided corrective actions. I also evaluated performance of cash associates and provided feedback. I performed stock duties such as uploading and downloading store merchandise for customers

Skills:

Project Resource/Procurement

Risk Management

Project Scheduling and Cost Management

Project Risk and Change Management