

Maxine Curry

Assistant Project Manager

AREAS OF EXPERTISE

Achieving milestone
Project deliverables
Financial control
Contract management
Forecasting

PERSONAL SUMMARY

A confident self-starter, who has good business acumen and the ability to prioritise and balance complex workloads. Maxine has a proven track record of Project Management and is someone who can hit the ground running in any new role. She has the ability to work with a high degree of autonomy and is able to effectively coordinate a multidisciplinary team. As a confident communicator who is able to deal with people at all levels in an organisation she has the ability to work as part of a busy team. Right now she is looking to quickly step in to a Project Management role and is keen to join a company that has a fast paced but friendly working environment.

WORK EXPERIENCE

Smiths IT – Birmingham

ASSISTANT PROJECT MANAGER Jun 2013 – Present

Responsible for supporting the main project team consisting of various programme managers and for liaising with senior leaders across the firm globally.

Duties:

- Drafting correspondence on behalf of the project team.
- Ensuring that any risks to key milestones are captured and flagged accordingly.
- Creating and editing PowerPoint presentations and project documentation as necessary.
- Providing regular updates to the management board.
- Agreeing fees with suppliers and Consultants.
- Maintaining good relationships with Clients, other project team members, contractors and key stakeholders.
- Monitoring and reviewing project progress and identifying improvements and efficiencies.
- Monitoring contractor performance indicators and providing periodic progress reports.
- Interfacing with internal project team members and assisting the main Project Manager.
- Carrying out general office duties such as maintaining accurate electronic and paper filing, archiving and document scanning.

PROFESSIONAL

Microsoft Professional

PERSONAL SKILLS

Hardworking
Committed
Loyal
Dedicated

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Not afraid to work above and beyond 9-5.
- Being aware of any regulatory issues that may impact a project.

CONTACT

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The Big Peg
Birmingham
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Driving license: Yes
Nationality: British

ACADEMIC QUALIFICATIONS

Nuneaton University ***2008 - 2011***
BSc (Hons) Business Administration

Coventry Central College ***2005 - 2008***
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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