

Maxine Curry

Digital Project Manager

AREAS OF EXPERTISE

Project Management Methodologies

Delivery schedules

Resource management

Marketing

Budget management

Staff control

PROFESSIONAL

Fluent in German

First Aider

PERSONAL SKILLS

Sociable

Committed

Reliable

Driven

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine has the intellectual curiosity, pioneering mind-set, and undaunted attitude needed to make a genuine difference to her clients and the way things are done. She has a passion for delivering game changing digital campaigns and furthermore can be relied upon to always have the customer's best interests at heart. During her career has worked with an impressive array of clients across a variety of industry sectors. Right now she wants to join a company where all ideas are listened to, where brainstorming means job titles get left at the door and where a self-starter can really make their mark.

WORK EXPERIENCE

Company name – Birmingham

DIGITAL PROJECT MANAGER Jun 2013 – Present
Responsible for delivering digital projects across the company's client base.

Duties:

- Having frequent contact with clients to keep them up to date and show them progress where necessary.
- Managing the digital process from conception through to design and development.
- Setting deadlines and key deliverables for staff.
- Keeping track of progress and ensuring deadlines are met.
- Using waterfall and agile methodologies to manage design schedules, client reviews and approvals.
- Managing sizable pieces of business across international boundaries for branded clients.
- Delivering a major body of work for specific and special clients.
- Liaising across internal teams as well as clients and key stakeholders.

Company name - Location

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

KEY SKILLS AND COMPETENCIES

- Ability to adapt to different situations quickly.
- Extensive client facing experience.
- Hold Project Management qualifications (Prince 2).
- Experience of managing multiple change projects simultaneously.
- Confident and authoritative within client-facing situations.
- Able to support and advice across all phases of a web build.
- Can gain a clear understanding of client expectations and be able to manage them accordingly.

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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