

Maxine Curry

Entry Level Project Manager

AREAS OF EXPERTISE

Project tasks
Planning projects
Influencing individuals
Change management
Resource allocation
Project documentation

PERSONAL SUMMARY

A fast learning, competent and budding Project Manager who is able to address and solve those problems that occur within a team, as well as those that occur outside of the team. Maxine is keen on a career in project management and is confident that she has all of the skills and qualifications needed to make a real success of anything that she does. She has a reputation for coming up with solutions rather than problems, and possesses a track record of being hardworking, inquisitive, and innovative. Right now, she would like to join a company where many of its senior executives began their careers as graduate trainees.

WORK EXPERIENCE

Company name – Location

ENTRY LEVEL PROJECT MANAGER Jun 2013 – Present
Responsible for being there to support senior project management and backroom staff in the execution of their duties.

Duties:

- Helping senior managers to establish direction and goals amongst a project team.
- Assigning project team roles and responsibilities to individual team members.
- Making sure that everyone involved in the project knows their responsibilities.
- Writing up accurate and professional progress reports for senior project managers.
- Double checking any cost calculations for all projected project costs.
- Working as part of a team alongside more experienced and senior Project Managers.
- Attending on site and off site project meetings with stakeholders and taking notes.
- Interacting directly with stakeholders and clients to determine their wants and needs.
- Contributing to the development of project process improvements and best practices.
- Keeping accurate records of all project expenses & then identifying areas of concern.

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

Passionate
Forward thinking
Focused
Hard working

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Working across different departments organisational boundaries to achieve results.
- Able to manage uncertainty, change and ambiguity in a less defined environment.
- Willing to take personal responsibility for ensuring that the right decisions are made.
- Knowledge of project management methodologies as well as ethical best practice.
- Allocating and utilising all available project resources in an efficient manner.
- Able to comply with set rules and policies and follow professional practice.
- Comprehensive knowledge of Project Management methodologies.

CONTACT

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Driving license: Yes
Nationality: British

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Sales Management

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

REFERENCES – Available on request.



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