

Maxine Curry

IT Project Manager

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PERSONAL SUMMARY

Maxine has the ability to control projects and programs so they achieve specific strategic business objectives. She is an expert at gathering and analysing facts, drawing conclusions, defining problems, and suggesting solutions. As a true professional she can communicate effectively, build consensus, facilitate working sessions, and negotiate solutions or alternatives. She is a born negotiator who can successfully talk through disagreements between highly entrenched parties. Right now she is looking for an opportunity to build a career with a company that has a friendly, flexible working environment where she can learn, develop and thrive.



CAREER HISTORY

Insurance Company - Coventry

IT PROJECT MANAGER Sep 2014 – Present

Responsible for working as part of a team in order to build a best in class Project Management capability focused on adding business value and delivering projects to time, scope and budget.

Duties:

- Overseeing the installation and client acceptance of key capitalized equipment as well as enterprise software.
- Working closely with Programme Managers to report progress to senior stakeholders, sponsors and 3rd parties.
- Maintaining a budget forecast sheet, that shows the actual hours spent plus the forecast against the budget.
- Controlling projects that deliver commercial benefit to the business & its clients by balancing both value and cost.
- Setting strict project budgets then making sure that they are respected, observed, maintained & not exceeded.
- Identifying and continuously managing project risks and issues, to ensure that delivery is not negatively impacted.
- Ensuring that members of staff correctly interpret and implement any instructions given to them whilst at work.

Marketing Company - Coventry DUTY MANAGER Jun 2012 - Sep 2014

Distribution Company - Leeds TRAINEE MANAGER Jan 2010 - Aug 2012

PROFESSIONAL SKILLS

Management

- Extensive experience of managing complex global projects and staff as well as large on and off-shore resources.
- Not only possess but also able to apply knowledge of project management principals, practices and procedures.
- Emotionally intelligent with the ability to build strong and lasting relationships with senior business stakeholders.
- Superb communicator with a demonstrated ability to act as liaison between business users and external third parties.
- Willing to delegate and allow members of staff the freedom to get on with a specific job the way they want to.
- Committed to maintaining an in-depth awareness of emerging technologies and project management techniques.

Personal

- Willing to take increasing responsibility for the presentation and clear communication of results to clients/managers.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practise and Professional Conduct.
- Mentoring all Information Technology project staff by providing them with an environment of knowledge transfer.

ACADEMIC QUALIFICATIONS

South East University 2006 - 2009 Business Management Degree

North East College 2005 - 2006 Diploma in Management

Sparkbrook College 2004 - 2005 Diploma in Business Administration

Sparkbrook College 2004 - 2005 Diploma in Marketing

Coventry School 2000 - 2004 A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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