

# Anthony Brown

## IT project manager resume

### AREAS OF EXPERTISE

*Project management*

*External Vendor interaction*

*Client facing skills*

*Team management*

*Project reporting*

*Risk management*

*Customer management*

*Data migration projects*

*Enterprise Resource Planning*

*Project management processes*

### PROFESSIONAL

*First Aid*

*German Speaker*

### PERSONAL SKILLS

*Delegating*

*Organised approach*

*Articulate*

*Influencing skills*

### PERSONAL DETAILS

*Anthony Brown*

*Dayjob Ltd*

*The Big Peg*

*Birmingham*

*B18 6NF*

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*Driving license: Yes*

### PERSONAL SUMMARY

An experienced project manager who has a history of coordinating the activities of project personnel to ensure projects progress on schedule and within budget.

Anthony is a first class communicator and quick learner who is able to adapt to changing environments whilst multi-tasking and working under pressure. He has a track record of determining goals, time frames, constraints, risks, staffing requirements and procedures for accomplishing projects. An excellent communicator he is able to find out exactly what a client wants to achieve, and is comfortable with being the single point of contact. Now looking for a suitable position with a company that wants to attract, develop and retain talented people.

### WORK EXPERIENCE

#### *Software Company - Coventry*

IT PROJECT MANAGER June 2010 – Present

Responsible for providing tactical management, and administrative/leadership support to project teams, in order to ensure that the project proceeds within the agreed tolerances of time/budget and delivers a fit for purpose outcome to the customer.

#### *Duties:*

- Managing IT projects and driving project team from start through to completion.
- Coordinating multidisciplinary global project teams to deliver Technology projects of varying size and complexity, focusing specifically on software projects.
- Creating and maintaining project plans, budgets and forecasts.
- Takes ownership of any customer concerns, & rectifying them.
- Negotiate the use of resources in a matrix management environment.
- Bringing to the attention of senior managers any circumstances causing delays, concern or requiring higher level authority to proceed.
- Identifying business development opportunities.
- Managing project reporting, project reviews and project steering meetings.
- Negotiating and influencing up to Director/VP level.

#### *Construction Company - Walsall*

ASSISTANT PROJECT MANAGER April 2010 – June 2010

### KEY SKILLS AND COMPETENCIES

- Proven Prince 2 Project Management skills supported with formal qualifications.
- Good customer focus, attitude and excellent interpersonal skills.
- Negotiating with contractors and suppliers for materials and services.
- A thorough understanding of generic Project Life Cycle management controls.
- Comprehensive knowledge of IT technologies.
- Strong analytical / problem solving skills.
- Experience of assessing the quality of 3rd party IS/IT proposals.
- Exceptionally detail oriented and technically minded.
- Drawing up detailed plans for how to achieve each stage of a project.

### ACADEMIC QUALIFICATIONS

#### *Nuneaton University 2008 - 2010*

BSc (Hons) Computer Science

#### *Coventry Central College 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.

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