

# Maxine Curry

## Project Manager

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### PERSONAL SUMMARY

Maxine is able to drive efficiencies throughout the entire project by business process development, system selection, staff training and change management. She is the type of person who gets a kick out of going above and beyond the call of duty, and has the proven leadership skills along with the necessary tenacity needed to get the most demanding of jobs done. 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*

PROJECT MANAGER Sep 2014 – Present

Responsible for managing the work of consultants, allocating and utilising resources in an efficient manner and maintaining a cooperative, motivated and successful project focused team.

#### *Duties:*

- Coordinating the operations of different departments & teams to ensure that they all pull in the same direction.
- Making a complete and accurate list of a projects key requirements in terms of resources, manpower and budget.
- Managing the projects scope, budget and escalating issues where necessary to achieve the necessary results.
- Ensuring that the projects main plan is communicated to the appropriate & relevant internal & external personnel.
- Taking prompt remedial actions when targets are missed & there is slippage against original project activity.
- Identifying an underperforming project team members training needs & then devising training programs for them.
- Identifying and confirming that suitable funding for each project is available before commencing project activity.

#### *Marketing Company - Coventry*

DUTY MANAGER

Jun 2012 - Sep 2014

#### *Distribution Company - Leeds*

TRAINEE MANAGER

Jan 2010 - Aug 2012

### PROFESSIONAL SKILLS

#### *Project Management*

- Always seeing every project through right from start through to the very end, as quickly and efficiently as possible.
- Delivering accurate project planning and reporting including budget status, through revenue and progress reports.
- Adapting well to change whilst maintaining focus on and never forgetting key business goals & personal objectives.
- Delivering complex hardware and software deployment projects under the pressure of tight deadlines & timescales.
- Willing to delegate and allow members of staff the freedom to get on with a specific job the way they want to.
- Commercially aware & be able to take a holistic understanding of business concerns across all functional areas.

#### *Personal*

- Always complying with the Company's rules and policies & committed to following professional practice & advice.
- Possessing a good understanding of project management, contract administration, business principals and law.
- Getting accurate feedback regarding employee performance on a project team for the functional manager to record.

### 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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