

# Project Manager

Richard Holmes

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A inspirational and results orientated professional who has a thorough understanding of Project Management front, mid and back office processes. Richard has over five years experience of managing projects at the highest levels. He is detailed and methodical in the way he works and has the drive and ability to be able to drive all projects to completion. Right now he is looking for a suitable position with a company that offers the chance to work in an exciting and dynamic environment and the opportunity to be part of a rapidly expanding global team.

## Achievements

Generated \$250,000 in expenditure savings by cutting unnecessary expenditure and sourcing cheaper supplies.

Created a training course from scratch for 20 new project staff members.

Developed a more efficient administrative system that improved document management and retrieval.

Used expert knowledge of the Motor industry to attract organize monthly get-together's of key decision makers.

## Areas of Expertise

Project Support	Project Planning	Project execution	Project Status Reporting
Technical Management	Stakeholder Research	Advertising Promotions	Driving Profitability
Budgetary Control	Strategic Marketing	Negotiating	Campaign Optimisation

## Career History

**Project Manager** – INSURANCE COMPANY Jul 2011- Present

Apart from the general project management duties also responsible for opening up and maintaining effective channels of communication with stakeholders, project teams and 3rd party contractors throughout a project.

### Duties:

- Identifying resources required, select appropriate project personnel and assign individual responsibilities.
- Accountable for reporting on tenders and projects.
- Tracking and managing project expenditure.
- Managing Global, Regional and Country specific data technology projects.
- Minimising the company's exposure to risk and financial loss during the project lifecycle.
- Assisting with the proposals and pricing of projects.
- Procurement and Management of relevant sub contractors.

**Project Manager** - WEB DESIGN COMPANY Feb 2010 - Jul 2011

**Junior Project Manager** – MANUFACTURING COMPANY Aug 2009 - Feb 2011

**Team Leader** – DISTRIBUTION COMPANY May 2007- Aug 2009

## Key Skills & Competencies

- Anticipating, initiating and resolving project management issues.
- Client documentation, account set up and account maintenance.
- Managing projects within a relevant industry.
- Listening proactively to the client and ensure their needs are understood.
- Sound understanding of the healthcare environment and the pharmaceutical industry.

## Academic Qualifications

Birmingham North University	Project Management BA (Hons)	2005 - 2008
Birmingham South College	A Levels: Maths (B), English (A), Physics (C), Geography (A), Religious Education (B)	2003 - 2005

Chartered Management Institute certificate in supervisory management 2002

## References

Available on request.



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