

Richard Hill

Project Manager

AREAS OF EXPERTISE

Change management
Staff management
Project planning
Resource management
Risk management
Product development
Contract administration
Process improvement
Prince 2

PROFESSIONAL

Microsoft Project
CADIS
Agile

PERSONAL SKILLS

Solution orientated
Relationship building
Decision making

PERSONAL DETAILS

Richard Hill
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A bright, talented and ambitious project manager who has the required PRINCE2 Practitioner qualifications along with comparable experience of working to the highest standards. Richard has a long track record of ensuring projects are delivered to the highest quality, within budget by effectively organising, managing and utilising all resources. He is able to lead teams on commercial, industrial, education and health projects where the highest standards are routinely demanded. Always wanting to be actively involved in all aspects of the project life-cycle he can deliver high-value projects in matrixed organizations and across different geographies. He takes direction well and works hard to manage stakeholder expectations.

Richard is willing to travel and/or spend long periods abroad, and is currently looking for a suitable position with a market leader company.

CAREER HISTORY

Distribution Company - Coventry

PROJECT MANAGER April 2009 - Present

Accountable for managing the delivery of critical projects, and for providing managerial support for all the projects conducted by the company. Also responsible for providing monthly financial and technical updates of any known issues/risks to Senior Manager.

Duties:

- Responsible for costing, estimating and planning projects.
- Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources.
- Maintaining and completing Project Key Performance Indicators.
- Writing detailed and summarized project progress reports.
- Identifying, costing and processing any contract variations.
- Tracking activities against the detailed project plans.
- Monitoring actual expenditure figures against project budgets.
- Organising and facilitating Project Steering / Operating Committees meetings.

Construction Company - Manchester

PROJECT MANAGER May 2008 – March 2009

KEY SKILLS AND COMPETENCIES

Project Management attributes

- Accurately identifying a clients key requirements.
- Experience of working with sponsors, stakeholders, and solution providers.
- Creating effective, informed and highly motivated teams focused on delivery.
- Comprehensive understanding of project management methodologies.

ACADEMIC QUALIFICATIONS

***Birmingham North University* 2005 - 2008**

Business Management BA (Hons)

***Birmingham South College* 2003 - 2005**

A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request.



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