

MARY STEVENS

PROJECT MANAGER

Career summary

A high calibre individual with gravitas and a proven track record of successful project management through methodical, thorough and diligent work. As a natural relationship builder, Mary is equipped with the vision and purpose to drive organisational change. She is flexible and able to adapt positively to any challenges that arise, she is also comfortable at making sometimes difficult decisions and taking ownership of key issues. Right now she wishes to join a company known for its industry-leading talent, unparalleled portfolio and unmatched commitment to customer success.

Work experience

IT Company

PROJECT MANAGER June 2008 – Present

Responsible for ensuring the safe delivery of all projects and in accordance the company policy & procedures and adhering to all statutory and regulatory legislation.

- Working closely with clients to understand their needs.
- Managing the day-to-day operational aspects of the project.
- Arranging and managing all project related meetings.
- Attending client meetings & guiding them through processes.
- Producing timing, costing and scoping documentation.
- Establishing the overall success criteria for a project, including; time, cost, technical and performance parameters.
- Writing progress reports & presenting them to directors.
- Monitoring all work in accordance with schedules.
- Developing and reviewing study protocols.
- Producing & maintaining project management plans.
- Monitoring and managing all contractors, consultants and third party suppliers within each project.

Software Development Company

ASSISTANT PROJECT MANAGER July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Project Management

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Project management
- Managing clients
- Procurement routes
- Project planning
- PRINCE 2
- IT skills
- Business awareness
- Budgetary controls

PROJECT MANAGEMENT SKILLS

- Creating realistic and achievable project plans.
- Evaluating risks and developing strategies to overcome project obstacles.
- Have managed budgets up to £1 million.
- Demonstrate commitment to safety throughout a projects lifespan.
- Promoting a company's image & marketability.
- Fully aware of the commercial & contractual aspects of any project.
- Good working knowledge of PM methodologies and tools such as Prince 2, Agile, Waterfall, Ms Project, Basecamp.
- Managing a diverse team of professionals.
- Resolving/escalating issues in a timely fashion.
- Ability to lead and develop a team.
- Always totally familiar with the contractual terms of a project.

PERSONAL SKILLS

- Having a client focused approach to work.
- Results driven; forward thinking with a problem solving mentality.
- Willingness to accept responsibility when delegated.
- A high level of business acumen.
- Able to manage significant inputs & relationships with third parties throughout the full lifecycle.
- Possessing a firm understanding of multiple project management methods.
- Can mentor and coach project managers in modern methodologies and techniques.
- Comfortable working in a changing environment.

REFERENCES

Available on request.

CONTACT DETAILS

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