

HENRY COOPER

PROJECT MANAGER

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Summary

A well presented and pro-active project manager who has a relentless drive to have a broad impact rather than just deliver results. Possessing vast experience of coordinating and managing all project activity, providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met. Henry is a confident communicator with strong interpersonal and analytical skills who thrives on social interaction and customer satisfaction. He is presently looking to join a company where success is rewarded and internal succession is always given priority.

Skills

Project Management

Change management
Motivating staff
Infrastructure projects
Managing stakeholders
Prince 2 Practitioner
IT projects
Project planning
Contract administration

Professional

Identifying key issues
Leadership skills
Estimating costs
Budgetary control
Technical support
Commercial experience
Information gathering
Coaching staff

Personal

Strategic thinking
IT skills
Influencing skills
Conflict resolution
Problem solving
Analytical mind
High levels of integrity
Negotiating skills

Career

PROJECT MANAGER

May 2007 - Present

Distribution Company

Responsible for estimating the work to be done, identify dependencies, critical path activities, & the resources needed for each project. Also in charge of leading various IT enabled initiatives in a fast paced team and a changing organization.

- Manage projects, and drive the project team from start through to completion.
- Define project scope, objectives, milestones and deliverables.
- Ensure business requirements are suitably defined, understood and signed off.
- Pro-actively manage project risks and issues and minimise their impact on the project.
- Regularly communicate project expectations to team members and stakeholders and use their feedback to optimise progress.
- Negotiate use of resources in a matrix management environment.
- Coordinate and manage project reporting, project reviews and project steering meetings.
- Responsible for the Health, Safety and Welfare of all team members.

ASSISTANT PROJECT MANAGER

Feb 2006 – May 2007

Recruitment Company

Academic

Nuneaton University 2003 – 2006

Project Management BA (Hons)

Nuneaton College 2001 – 2003

A levels: Math (A) English (C) Physics (B) Geography (D)

References

Available on request.



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