

Personal statement

A enthusiastic, confident and reliable professional who has vast experience of managing technically complex projects, and possesses a forward-thinking approach to the management of clients and assignments. David has a long track record of delivering complex projects with a global reach, and is able to manage the project delivery team through entire life-cycle, from client enquiry to invoice. Possessing excellent interpersonal skills he is able to elicit cooperation from a wide variety of sources, including senior management, clients and other departments. Right now he is looking for a suitable position with reputable and exciting company.

Employment History

Construction Company - Coventry

PROJECT MANAGER **April 2009 - Present**

Responsible for ensuring consistency of service delivery and identifying opportunities for developing both the quality and profitability of the service. In charge of providing the Project Management for delivery of bespoke solutions that require deliverables from teams across the organisation and with 3rd party suppliers.

Duties:

- Leading project teams in the delivery of client requirements from inception to completion.
- Coordinating and managing all project activity, & ensuring project deliverables are achieved to plan.
- Setting up and delivering the best practice PM systems and controls.
- Gaining the confidence of the client and become the focal point for communication.
- Ensuring that control procedures are in place and adhered to in all areas of the business.
- Formulating and circulating agendas and action lists.
- Collating and presenting commercial, technical and QHSE data.
- Preparing project plans, procedures and method statements.

Local Authority - London

ASSISTANT PROJECT MANAGER **October 2008 – April 2009**

Stationary Supply Company - Watford

SUPERVISOR **June 2008 – October 2008**

Areas of Expertise

Operational processes	PM systems & controls	IT Project management	Overseas PM experience
Resource planning	Infrastructure projects	Scoping documents	Change management
Contract administration	Client relationships	Managing clients	Technical PM

Project management skills

- Knowledge of the latest project management tools and methodology.
- Ability to deliver quality outcomes under time pressures.
- Comfortable working with and clients and third parties at senior level.
- High level of knowledge and proven experience of managing infrastructure / civil projects.
- Strong interpersonal skills and able to communicate at all levels.
- Ability to effectively prioritise and execute tasks in a high pressure environment.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Business Administration BA (Hons)

Prince 2 - PMP

Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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