

Project Manager

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PERSONAL STATEMENT

A dedicated, efficient and enthusiastic professional who has experience in all aspects of project management, starting from the bid stage through to completion, including design, procurement, site management, technical, commercial and financial control as well as liaison with the client. Karen is a confident and credible individual with the kind of communications skills that inspire at all levels of business. She is a meticulous organizer, who possesses excellent communication and team working skills and performs well under pressure. Having a active commitment to continuous improvement and quality standards, she always works hard to create a positive atmosphere that motivates others and builds team spirit, As a driven individual who wants to progress, and is now looking to join a company where internal succession is always given priority.

Marketing



Marketing strategies
Marketing campaigns
Customer focused
Sales orientated
Brand awareness
Presentation skills

Negotiating



Strong closing skills
Influencing skills
Building relationships
Account management
Selling creatively
Up-selling

Dynamic



Entrepreneurial flair
Increasing revenue growth
High energy levels
People management
Business planning
Writing reports

Smart



Coming up with ideas
Commercial judgement
Analysing data
Effective planning skills
Innovative
Business sense

CAREER HISTORY

Insurance Company - Birmingham

PROJECT MANAGER Apr 2009 – Present

Primarily responsible for establishing, monitoring, and executing project plans. In charge of delivering projects that improve a clients business applications, infrastructure and processes, and doing this within time, on budget and to the highest standards. Also involved in building relationships with clients, and maintaining liaison with them throughout each project.

Duties

- Leading, motivating and managing a team in all aspects of estimating, planning and resource evaluation.
- Controlling the budget for each project, maintaining the agreed levels of expenditure.
- Maintaining proper documentation (general project plans, action items, timelines, call notes, etc.) on all projects.
- Managing project funding and resources, negotiating project changes, and adjusting resources across multiple projects.
- Developing and managing KPIs to drive improvements and deliver performance.
- Setting and driving project timelines, ensuring all deliverables are met and completed on time.
- Coordinating work for and providing direction to staff to complete deliverables.
- Autonomously devising solutions and taking ownership of situations to ensure a projects success.

IT Company - Coventry

ASSISTANT PROJECT MANAGER Jan 2009 - Apr 2009

Distribution Company - Birmingham

BUSINESS ANALYST Aug 2007 - Jan 2009

KEY COMPETENCIES

- Experience of Prince 2, Association of Project Management, Agile, or OGC project methods.
- Providing accurate forecasts.
- Able to coordinate multiple large-scale projects, such as integration of business units or companies.
- Ability to be effective in a fast paced and constantly changing IT environment.

ACADEMI QUALIFICATIONS

Birmingham North University: Project Management BA (Hons) - 2004 - 2007

City & Guilds: Marketing Diploma - 2004

Birmingham South College: A levels - Maths (B) English (A) Business Studies (B) - 2002 - 2004

REFERENCES

Available on request



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