

# project

manage

stephen richardson

Dayjob Ltd - 120 Vyse Street Birmingham B18 6NF  
T: 0044 121 638 0026 - M: 0870 061 0121 - E: info@dayjob.com

## personal statement

An adept multi-tasker, who is able to combine the ability to lead and motivate with an enthusiastic, can-do approach. Comfortable working on large projects or numerous, smaller size pieces of work, Stephen is able to plan and think on his feet and has vast experience of working on web development, sales, new business and marketing projects. Well organized and able to multi-task, he has a passionate desire to excel against demanding customer expectations, and is more than willing to take charge of the end-to-end delivery of the project lifecycle. Stephen is now looking to work for a company which promotes recognition and rewards creativity, hard work & commitment.

## employment history

### Health Care Provider - Birmingham

**PROJECT MANAGER** April 2009 – Present

Accountable for managing the entire scope of a project, from prioritization to delivery. Responsible for getting to the crux of our clients' needs, creating water-tight project plans and ensuring exemplary delivery on time and within budget. Also in charge of ensuring compliance with applicable policies and all legal or regulatory requirements.

### Duties

- Ensuring the adoption of best-practice project management tools, processes and techniques.
- Identifying and quantifying external risks affecting the project implementation.
- Drawing up detailed plans of how to achieve each stage of a project.
- Preparing status reports for use in communication to stakeholders.
- Ensuring that each stage of the project is progressing to schedule.
- Maintaining accurate programme information to enable accurate records of contract history to be accessed.
- Communicating project direction to the clients, colleagues, partners and suppliers.

### Local Hospital – West Bromwich

**ASSISTANT PROJECT MANAGER** October 2007 – April 2009

### Community Centre - Dudley

**TEAM LEADER** July 2007 – October 2007

## areas of expertise

Project Initiation	Financial awareness	Risk management	Innovation
Managing clients	Online campaigns	Supervising staff	PM methodology
Budgetary control	Coordinating resources	Project implementation	Digital project PM

## project management skills

- Experience of successfully directing multi-million pound projects.
- Able to react flexibly, manage effectively and mitigate risk at every stage.
- Can manage industrial projects from concept phase through to manufacture and installation.
- Building and maintaining relationships of trust with key client personnel.
- Accurately tracking activities against the detailed project plans.
- Acting on client feedback and any survey results.
- Ability to think creatively and influence key stakeholders and decision makers.
- Effectively managing project profitability, capital employed and cash flow.

## academic qualifications

Birmingham North University - 2004 - 2007 - Project Management BA (Hons)  
PRINCE 2 - Association for Project Management (APM) - Project Management Institute (PMI)  
Birmingham South College - 2002 - 2004 - Business Studies Diploma

## references

Available on request.



**Copyright information - Please read**

© This project manager [CV template](#) is the copyright of Dayjob Ltd 2012. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site [www.dayjob.com](http://www.dayjob.com). However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: [info@dayjob.com](mailto:info@dayjob.com).