

PROJECT MANAGER CV

PERSONAL PROFILE

A articulate, confident and results orientated project manager who has extensive knowledge of the planning and implementation stages of projects. Possessing a consistent track record of improving business performance, increasing efficiency all to budget and tight time scales. Having a active commitment to continuous improvement and comfortable working in a growth orientated work environment.

Easy going by nature and able to get along with both work colleagues and senior managers. Currently looking for a suitable project managers position.

PROJECT MANAGEMENT SKILLS

- Identifying a projects scope & deliverables.
- Managing budgets.
- Evaluating a project.
- Monitoring performance & assessing results.
- Knowledge of quality assurance issues.
- Providing leadership and direction to teams.
- Sales and marketing.
- Risk management and strategic planning.
- Extensive knowledge of project management techniques.

WORK EXPERIENCE

Financial Services Company
PROJECT MANAGER 2008 - 2011

Providing direction to a project and also coordination the activities of staff and third party partners. Working hard to ensure consistency in performance and productivity throughout a life cycle. Also responsible for setting project goals and ensuring that they are met within budget and the time scales set.

PERSONAL SKILLS

- Proven ability to solve complex problems.
- Able to delegate work to junior staff.
- Excellent negotiating and mediating skills.
- Can communicate well verbally & in writing.
- Ability to cope with & work under pressure.
- Planning and organising effectively.
- Giving full commitment to a project.
- Able to see the big picture & focus on it.
- Enthusiasm for projects i am involved in.
- Excellent team building abilities.
- Thinking ahead and attention to detail.
- Ability to influence.
- Customer focused.

ACADEMIC QUALIFICATIONS

BA (Hons) Business Management
NORTH MIDLANDS UNIVERSITY 2005 - 08

A levels:

English (A)
Maths (A)
Geography (C)

REFERENCES: Available on request.

PERSONAL

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