

John Smith

Address: 1 Anywhere Street, Melbourne VIC 3000
Phone number: 0492 222 222 **Email:** jsmith@email.com

PROFESSIONAL PROFILE

As a PMP Certified Project Manager with over 8 years of experience, I have successfully led and delivered over 200 IT projects. I have a proven record of being able to build and unite project teams and extensive experience in project budgeting and funding allocations.

KEY SKILLS AND ATTRIBUTES

- ◆ Track record of on time and on budget project delivery
- ◆ Extensive experience managing and championing organisational change
- ◆ Ability to multi-task and manage multiple projects at a time
- ◆ Significant experience in stakeholder engagement
- ◆ Experience in all facets of project budgeting

TECHNICAL SKILLS

- ◆ Microsoft Office Suite – Project (Advanced); Visio (Advanced); Excel (Advanced); Word (Intermediate)
- ◆ SAP; MYOB, XERO
- ◆ Network Planning and Design

PROFESSIONAL DEVELOPMENT

- ◆ Microsoft Project – Advanced 2016
- ◆ MYOB – Intermediate 2013

ACCREDITATIONS AND CERTIFICATIONS

ITIL Certification 2009

EDUCATION AND QUALIFICATIONS

ITIL Foundation 2009
ITIL Academy

Project Management Professional (PMP) 2007
PMP School

Bachelor of Business (Information Systems) 2006
Business University

CAREER HISTORY

Senior Project Manager – IT Division
XYZ Partners

Mar 2010 – Current

As a Senior Project Manager, I oversee and directly manage multiple projects simultaneously as well as lead a team of 10 project office staff.

RESPONSIBILITIES

- ◆ Manage day to day operations of the project office
- ◆ Liaise with key internal and external stakeholders across all active and upcoming projects
- ◆ Provide leadership. Mentoring and training to project office staff
- ◆ Provide preliminary sign off on all project budgets prior to executive sign off
- ◆ End to end project management of IT related projects
- ◆ Quarterly reporting and presentation of project status reports to board of directors
- ◆ Deputy-Chair of IT Steering Committee

ACHIEVEMENTS

- ◆ Successfully managed 150 projects since commencement without ever missing an implementation date
- ◆ Project office staff retention has increased by 40% since commencement
- ◆ Have been able to identify and resolve pricing issues in project budgets resulting in savings in excess of \$450,000 in a four and a half year period

Project Manager
Project Tech Limited

Jun 2006 – Feb 2010

As one of five project managers, I reported to the operations manager and shared a team of 15 project officers.

RESPONSIBILITIES

- ◆ Liaised with key stakeholders across all active and upcoming projects
- ◆ Provided leadership, mentoring and training to all project office staff
- ◆ Significantly involved in pitch meetings and tender preparation
- ◆ Performed end to end project management for clients
- ◆ Performed Marketing and Business Development activities including networking and cold calling
- ◆ Undertook the recruitment and selection of project office staff

ACHIEVEMENTS

- ◆ Lead writer on over 50 tender documents with 45 (90%) being successful
- ◆ Published 5 white papers on project management methodologies which were published in various trade journals
- ◆ Held the office record for the most number of active projects managed at once (6 projects in total), all delivered on time and on budget



REFEREES

Available on Request

Or

Fred Jones
Direct Supervisor
XYZ Partners
0433 333 333
fred.jones@xyz.com.au