

# John Smith

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## PROFESSIONAL PROFILE OR CAREER OUTLOOK

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  
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