

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

PROFESSIONAL EXPERIENCE or CAREER HISTORY or EMPLOYMENT 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

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