Project Manager

JOE BLOGGS

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**Objective/Summary**

I am an experienced and enthusiastic Agile Project Manager with a proven track record of delivering innovative solutions across a range of key functions of the business. In my current role I work collaboratively with our key accounts, colleagues and stakeholders, contributing to the delivery of cutting-edge solutions in an engaging and interesting environment.

**Work history**

**PROJECT MANAGER** – Bailey Jones, Netherfield May 2014 - date

As an Agile Project Manager I am accountable for delivering leading software projects within timescale, cost and quality constraints. As well delivering my own project workload, I am responsible for a team of 7. I have a portfolio of successful projects to share which demonstrates excellent stakeholder management, exceptional communication skills and the ability to effectively manage budgets in the multi millions.

* From June 2018 – May 2019 I successfully managed the development of Software XYZ on time and within budget, from research and scoping through to product launch. Current profit from software sales is 7 times its full development costs and sales are growing exponentially.
* From August 2014 – May 2017 I managed the development and launch of Software ABC, on time and well under budget, from start to finish. The software is now the #1 tool used by digital marketing professionals to crawl, audit and identify issues with websites.

**PROJECT MANAGER** – Carter & Lee, Netherfield April 2009 – May 2014

Working for this leading consultancy on a variety of projects within a team of seven, including: property, education, manufacturing and public sector. Project values ranged from £250k to £20 million with high profile clients and a diverse workload. Although I am under a NDA regarding individual clients, I can provide an anonymised portfolio of work demonstrating my capabilities.

* From May 2009 to June 2010, working with a large Government client, I successfully managed the launch of a brand new Public information service, from start to finish and within budget. The site now receives more than 90,000 visits a day and has won multiple awards.
* From August 2010 – March 2014 I worked with one of the UK’s leading air conditioning manufacturers on scoping, building and launching a brand new air con system. The project was delivered on time and under budget, and is now a market leader.

**JUNIOR PROJECT MANAGER** – ABC Firm April 2007 – May 2009

In my first project management role I learned how to apply project management theory with hands on projects including project initiation and planning processes, risk identification and mitigation, building and managing a team, managing stakeholders, milestone setting and delivery, budgetary control and managing third party suppliers.

**Qualifications**

**PMI Project Management Professional (PMP)** 2018

For experienced project managers, signifying that an individual can speak and understand the global language of project management. Arguably the most important industry-recognised certification for project managers.

**PMI Agile Certified Practitioner (PMI-ACP)** 2016

Formally recognises knowledge of agile principles and skill with agile techniques.

**BA Business and Management (Hons)** – Leeds University 2014

Upper second-class honours.

**A Levels** – Leeds College 2011

Business studies (A), English (A), Maths (A)

**Skills**

* Flexible, creative and forward-thinking project manager.
* A proven track record of delivery on time/within budget, with a strong customer focus.
* Very confident at translating customer needs into accurate requirements.
* Proven leadership and interpersonal skills.
* Commitment to supporting others and to inspiring their trust and confidence.
* Comfortable with a high pace of change with ability to adapt delivery method to suit the project.

**Memberships**

**Member** – [Scrum Alliance](https://www.scrumalliance.org/) Since 2011

**Member** – [Project Management Institute](https://www.pmi.org/) (PMI) Since 2009

**Interests**

I enjoy a wide range of sports and fitness activities, from yoga and going to the gym to tennis badminton and football with my local five-a-side club. Most weekends you’ll find me hiking or cycling in the dales near my home, or relaxing after a round of golf.

**References**

**Jim Jones** – Manager, Bailey Jones | jimjones@baileyjones.co.uk

**Harry Thomas** – Manager, Carter & Lee | harrythomas@carterandlee.co.uk

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