

PMO analyst CV Sample

/Jonathan Smith / 12, Church Lane, Market Rasen, Lincolnshire / 01426 801357/
jsmith@hootmail.com /

PROFESSIONAL SUMMARY

A keen, motivated and qualified business analyst, with experience of seeing projects of varying scale through from initiation to completion in busy project management offices. Offering a full understanding of the importance of project delivery on time and within budget. Currently looking to progress by engaging in a PMO analyst post in a large organisation, ideally with opportunities for specialisation, challenging business projects and professional development.

Professional Qualifications

- PRINCE2® Foundation & Practitioner, including exams- 365-ITP Training Ltd., Lincoln (2013)
- Full driving licence.

Key Skills

- Strong information management ability, particularly MS Excel extraction, formulae, pivot tables and graphs.
- Positive personality and productive team worker
- Clear thinker; adapt at facilitating discussion.
- Excellent communicator.

Experience

Senior Business Analyst, Lindummis Ltd., South Hykeham, Lincoln (February 2015 to date).

- Supporting the PMO Manager with consultancy, contract and after-sales customer care projects.
- Monitoring progress and preparing management information, including exception reporting.
- Attending regular review meetings; making presentations to small groups.
- Helping to implement improvements.

Business Analyst – Simonson's Group, Boddington Road, Lincoln (September 2012 to January 2015 - training position, later promoted to analyst post).

- Working with experienced analysts and gaining an appreciation of Prince methodologies in practical business environments.
- Liaising with development and implementation teams to achieve weekly and monthly objectives.
- Resolving unexpected issues, bringing them to management attention when appropriate.
- Ad hoc data management tasks as required.

EDUCATION

Academic Qualifications

B.Sc.(Hons.) Business and Enterprise Development, Lincoln Business School, 2012. A-levels: Computer Science (A), Business Studies (A), English Language (B) – The Priory Academy LSST, Lincoln, 2009.

References

Available on request.

Conclusion Call to Action

This PMO analyst CV sample is one of several that provide assistance, support and valuable insight when composing a CV for project management office analyst positions. Job seekers are also invited to use the tools and CV builder on this site.