

Professional Profile

'Dedicated PMO Professional skilled at overseeing business projects from their development to their completion, while accomplishing provisional and long-term company goals'

Results-driven project management professional with over 10 years of leadership experience in project management, skilled at using effective interpersonal skills to keep project teams motivated to meet goals and milestones. Accomplished at developing and implementing project plans, managing project scheduling and development, and working within budgetary constraints, alongside holding a proven record of analysing processes effectively and implementing changes that enhance efficiency and reduce errors.

Core Skills

- Change Management
- Risk Management and Mitigation
- Roadmap Planning
- Process Mapping and Implementation
- Resource Scheduling
- Reporting and Analytics
- Budgeting and Forecasting
- PRINCE2 Qualified

Career Summary

Apr 2019 - Present

ABC IT, Leeds
PMO Officer

Outline

Working for a UK wide IT Services Business at their head office in Leeds. Responsible for overseeing and managing the project management office-reporting to the Project Director

Key Responsibilities

- Monitored programme progress against key governance milestones, facilitating the management of risks and post project review actions, and escalating significant issues as appropriate.
- Reported on key milestones and outcomes from project assurance activities.
- Analysing financial data, including project budgets, risks, and resource allocation.
- Providing financial reports and budget outlines to Executives.
- Overseeing the development of the project and ensuring that team members are carrying out their tasks efficiently while upholding the company's standards.
- Create and implement frameworks and methodologies to ensure the management of projects and programmes is comprehensive and consistent across different initiatives.
- Establish and manage assurance reviews at appropriate points during and after projects and programmes, informing the overarching governance by evaluating progress and methodologies.
- Ensure information gathered from projects and programmes is valid and that projects and programmes are likely to achieve their aims.
- Operate an effective realisation framework and resource management framework.

Key Achievements

- Identified systematic corrective actions to improve the quality of the projects through root cause examination, reducing errors by 45%.
- Implemented a project management solution which refined the company's day to day processes to effect change resulting in improved efficiency, better quality, and effective project management.