

Outline

Worked for a specialised consultancy company focused on providing tailored agile solutions to the technology sectors. Responsible for delivering PMO management processes and implementing best practice.

Key Responsibilities

- Maintained the approach and controls to change management governance and delivery, including process, tools, methodologies, and systems.
- Supported the project teams to adhere to change management governance, framework and delivery methodology and ensured consistency, optimisation and best practice are embedded.
- Provided subject matter expertise for the PMO processes, tools, and methodology.
- Tracked and monitored risk exceptions to ensure control deviations are identified and mitigated.
- Reviewed and evaluated programme activity ensuring integrity of the overall model is maintained and highlighting where conflicts and contention exist.
- 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.
- Monitored budgeting and forecasting cycles to ensure costs were tracked accurately.
- Provided regular programme updates to key stakeholders.

Key Achievements

- Implemented several planning improvements which better aligned with programme requirements and increased programme efficiency by 80%.
- Developed custom workflows to automate tasking and increase accountability across the team.

Aug 2012 – Jan 2015

Suez Savings and Investments, Leeds
PMO Planner**Outline**

Worked for a nationwide savings and investment company as part of their PMO Team. Responsible for developing and maintaining plans in line with business priorities and resourcing constraints, alongside working with business stakeholders to ensure planning is robust and provides achievable results.

Feb 2009 – Aug 2012

High Grove Council, Leeds
PMO Analyst**Outline**

Worked for a Leeds based council as part of their IT Programme Management Office, which was responsible for overseeing the delivery of a diverse portfolio of IT projects. Reporting to the Senior PMO, responsible for sourcing financial information, planning, and highlighting risks and issues for each project; alongside maintaining and reporting on a range of project related management information.

Oct 2007 – Feb 2009

Elephant Engineering, Leeds
PMO Coordinator**Outline**

Worked for a renowned engineering consultancy business who deliver projects across a global customer base. Responsible for assisting PMO Project Managers to manage projects on a day-to-day basis.

Education

- **PRINCE2** | GetCertified – 2014
- **Master of Business Administration (Merit)** | Leeds University – 2014
- **BSc (Hons) Business Management (2:1)** | Leeds University – 2002
- **A Levels x4 (ABBC)** | Leeds Sixth Form – 1999
- **GCSEs x14 (grades A-C)** | Leeds College – 1997