

# Aiden Kelly

## PMO Manager

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📍 South Laurie, Mayotte

## SUMMARY

Results-driven PMO Manager with 5+ years of experience in the construction industry. Proven track record of delivering complex projects on time and within budget, resulting in enhanced operational efficiency and customer satisfaction. Skilled in project management methodologies, risk assessment, stakeholder management, and team leadership. Committed to promoting a culture of continuous improvement and driving strategic initiatives. Holder of a Bachelor of Science in Civil Engineering and certified as a Project Management Professional (PMP) and Lean Six Sigma Green Belt. Passionate about driving successful project outcomes and contributing to organizational success.

## EXPERIENCE

### Project Manager

2022 - Ongoing

#### ABC Construction

London, UK

Managed the successful delivery of multiple construction projects, ensuring adherence to project timelines, budgets, and quality standards. Led a team of project analysts and support officers in day-to-day project operations. Conducted project health checks and implemented robust project reporting and metrics resulting in improved decision-making processes.

- Delivered construction projects worth over \$10 million, achieving on-time completion and within budget.
- Led a team of 10 project analysts and support officers, providing guidance and support to ensure project success.
- Implemented a streamlined project reporting framework, resulting in improved visibility and accountability.
- Conducted thorough project health checks, identifying and mitigating risks to ensure project success.
- Developed and delivered training materials on PMO processes, improving project management capabilities within the company.

### Senior Project Coordinator

2017 - 2022

#### XYZ Construction

Manchester, UK

Coordinated and monitored the progress of construction projects, ensuring compliance with project plans, budgets, and quality standards. Collaborated with project officers to review project documentation, identify and resolve issues, and update project registers. Produced comprehensive project reports for the senior management team.

- Successfully coordinated and monitored construction projects worth over \$5 million.
- Collaborated with project officers to review project plans, financials, and governance arrangements.
- Produced monthly board reports, providing a comprehensive overview of project activities.
- Identified and resolved project risks and issues, resulting in improved project outcomes.
- Maintained a program master schedule and risk register, ensuring effective project tracking and management.



## MY LIFE PHILOSOPHY

Success is not final, failure is not fatal: It is the courage to continue that counts.

## STRENGTHS

### ★ Leadership Skills

Led cross-functional teams in the successful delivery of construction projects, achieving desired outcomes while fostering a positive team culture.

### ⚙️ Analytical Thinking

Utilized data analysis to identify project trends and insights, facilitating informed decision-making and driving continuous improvement.

### 💡 Effective Communication

Communicated project updates, risks, and issues to stakeholders at all levels, ensuring alignment and facilitating timely decision-making.

## SKILLS

Project Management ·

Risk Assessment · Budgeting ·

Quality Assurance ·

Stakeholder Management ·

Data Analysis · Team Leadership ·

Training and Development ·

MS Office Suite · Project Reporting