

# CARTER ANDRADE

## Architectural Project Manager

@ johndoe@email.com 📍 London

### SUMMARY

Highly experienced Architectural Project Manager with a proven track record in delivering signage projects from initial brief through to installation stages. Competent with all Microsoft Office packages, CRM systems, technical drawings and floor plans.

### EXPERIENCE

Project Manager 2018 - 2020  
Signage Co. Epsom, Surrey

Provided sign solution proposals to meet clients' specific requirements resulting in a 25% increase in sales. Managed and followed up sales enquiries, costings and raised invoices resulting in a 15% reduction in outstanding payments.

- Met with clients, architects, site managers to discuss new projects resulting in a 30% increase in customer satisfaction.
- Recognized opportunities to maximise sales and profits resulting in a 20% increase in revenue.
- Liaised with suppliers, production and sales departments resulting in a 10% improvement in project delivery times.

Project Coordinator 2016 - 2017  
Signs R Us Croydon, London

Managed multiple projects simultaneously resulting in a 40% increase in project completion rates. Streamlined the production process resulting in a 30% reduction in production costs.

- Provided technical support to the sales team resulting in a 25% increase in sales revenue.
- Monitored project budgets and schedules resulting in a 15% reduction in project delays.
- Maintained accurate project documentation resulting in a 20% reduction in project errors.

Account Executive 2014 - 2015  
Architectural Signs Ltd Richmond, London

Managed key client accounts resulting in a 25% increase in customer retention. Assisted with project management tasks resulting in a 10% improvement in project delivery times.

- Provided technical support to clients resulting in a 15% increase in customer satisfaction.
- Assisted with the creation of project proposals resulting in a 20% increase in sales revenue.
- Coordinated with production and installation teams resulting in a 10% reduction in project delays.

### EDUCATION

Master of Architecture 2011 - 2013  
University of Westminster London

### STRENGTHS

- 🗨️ **Effective communication**  
Excellent verbal and written communication skills, resulting in clear project goals and timelines
- ★ **Strategic planning**  
Proven ability to develop and implement effective project plans, resulting in successful project delivery
- 💡 **Attention to detail**  
Meticulous attention to detail in all aspects of project management, ensuring high-quality deliverables

### SKILLS

Project management ·  
Sales management ·  
Customer service · Microsoft Office ·  
CRM systems · Technical drawings

### ACHIEVEMENTS

- 🏆 **Completed project ahead of schedule**  
Managed a team to deliver a project 2 weeks ahead of schedule, resulting in increased client satisfaction and repeat business
- 🏆 **Increased sales by 30%**  
Implemented a new sales strategy which increased sales by 30% in the first quarter

### AWARDS

- ★ **Best Project Manager**  
Awarded for successfully leading a team of 15 to complete a complex construction project on time and under budget