

ANDREW CLARK

PMO Project Manager

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SUMMARY

Experienced PMO Project Manager with a proven track record of implementing best practice project management processes, reporting, and coordination of cross-project activities. I have extensive experience in the Aerospace, Defence, Automotive, Engineering, and Manufacturing industries, with a strong focus on driving consistency, developing processes, and improving project outcomes.

EXPERIENCE

PMO Project Manager 2018 - 2021
Aerospace & Defence Org Kidderminster

Accountable for best practice project management processes, reporting, and co-ordination of cross project activities.

- Managed PMO to provide tools and services to PM teams and wider business resulting in increased efficiency.
- Developed and maintained standardised reporting of project and business KPIs leading to improved project outcomes.
- Managed risk register adherence and ownership of the risk management tool, ensuring timely mitigation of risks.

PMO Manager 2016 - 2017
Automotive Manufacturing Corp Birmingham

Managed project review meetings and maintained WBS project structures for PM teams.

- Managed project review meetings, including reporting monthly programme performance metrics, leading to improved project outcomes.
- Maintained common WBS project structures for use by the PM teams, resulting in increased efficiency and consistency.
- Contributed to the analysis of cost control plans and programme margins led by PMs.

Project Coordinator 2014 - 2015
Engineering Services Ltd Worcester

Assisted Project Managers in developing and maintaining project schedules and budgets.

- Assisted Project Managers in developing and maintaining project schedules and budgets resulting in timely completion of projects.
- Created and maintained project documentation, ensuring that all stakeholders were up-to-date on project progress.
- Identified and resolved project issues and risks in a timely manner, minimizing their impact on project outcomes.

EDUCATION

Bachelor's Degree in Mechanical Engineering 2010 - 2014
University of Warwick Coventry

STRENGTHS

 **Effective Leadership**
Led a team of 10 to achieve a 15% increase in project efficiency within 6 months.

 **Process Improvement**
Implemented a new project management software resulting in a 20% increase in productivity.

 **Risk Management**
Successfully mitigated risks in a complex project resulting in a 10% cost savings.

SKILLS

Project Management ·
Cross-functional Coordination ·
Quality Management ·
Cost Management ·
Risk Management ·
Process Improvement ·
Report Writing

ACHIEVEMENTS

 **Successful Implementation of New Project Management Software**
Increased productivity and efficiency by 20% resulting in cost savings.

AWARDS

 **Employee of the Month**
Recognized for exceptional project management skills and leading a successful project team.