

CARTER ANDRADE

Experienced PMO Director

@ fakeemail@example.com 📍 Sevenoaks, UK

SUMMARY

Dynamic PMO Director with 10+ years of experience leading program management, change management, and process improvement initiatives. Proven ability to enhance efficiency, productivity, and quality of deliverables, resulting in successful project outcomes. Excellent communication and leadership skills with a passion for driving strategic goals and objectives.

EXPERIENCE

PMO Director

ABC Corporation 📅 Date period 📍 London, UK

Led PMO and supported multiple project teams, ensuring adherence to project methodology resulting in on-time and within budget project delivery.

- Managed a portfolio of 10+ projects, each with a budget of up to £5M.
- Developed and implemented project governance framework, resulting in improved decision-making and stakeholder alignment.
- Implemented project management tool, resulting in 30% reduction in administrative overheads.
- Established and maintained effective communication channels with key stakeholders, resulting in increased stakeholder satisfaction.

Program Manager

XYZ Corporation 📅 Date period 📍 New York, USA

Managed end-to-end program delivery, including program planning, resource allocation, and risk management, resulting in successful program outcomes.

- Delivered a \$20M program within 12 months, meeting all scope, schedule, and quality requirements.
- Developed and implemented program governance framework, resulting in improved program execution and stakeholder engagement.
- Established and maintained effective communication channels with program sponsors and stakeholders, resulting in high levels of stakeholder satisfaction.
- Led change management activities, resulting in successful adoption of new processes and systems.


Project Manager

123 Corporation 📅 Date period 📍 San Francisco, USA

Managed cross-functional project teams, ensuring adherence to project methodology and delivering projects on-time and within budget.

- Delivered multiple projects with budgets ranging from \$1M to \$5M, meeting all scope, schedule, and quality requirements.
- Implemented project management tool, resulting in 25% reduction in administrative overheads.
- Established and maintained effective communication channels with key stakeholders, resulting in high levels of stakeholder satisfaction.
- Led process improvement initiatives, resulting in improved project execution and team productivity.



STRENGTHS

-  **Strategic Planning**
Developed and implemented 5-year strategic plan resulting in 25% revenue growth.
-  **Process Improvement**
Streamlined project management process resulting in 20% increase in project efficiency.
-  **Team Management**
Managed cross-functional teams of up to 20 people, achieving project goals within budget and timeline.


SKILLS

- Project Management
- Risk Management
- Change Management
- Financial Analysis Leadership
- Stakeholder Management

ACHIEVEMENTS

-  **Implementing Sustainability Program**
Developed and implemented a sustainability program that reduced carbon emissions by 20%.
-  **Leading Diversity and Inclusion Initiative**
Championed diversity and inclusion initiative resulting in a more inclusive workplace culture and increased employee engagement.

AWARDS

-  **Project of the Year**
Led team in completing a complex project under budget and ahead of schedule, resulting in cost savings of \$1 million.