

# ANDREW CLARK

## PMO Project Manager

@ pmoprojectmanager@email.com 📍 Kidderminster

### 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.