

CARTER ANDRADE

Architectural Project Manager

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📍 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