

First Last

Project Manager

WORK EXPERIENCE

Resume Worded, London, United Kingdom

Education technology startup with 50+ employees and \$100m+ annual revenue

Project Manager 08/2021 – Present

- Initiated new customer service guidelines by spearheading a campaign that improved customer service ratings to 4.5 out of 5.0 basis points.
- Renegotiated pricing with 120+ old suppliers by reviewing purchasing activity for office supplies; received an 11.5% discount on all items.
- Coordinated contract review and submission, Request for Information (RFI), submission, and 20+ other project-related documents.
- Implemented time management and productivity systems, which helped to optimize 80% of inter-departmental performance.

Polyhire, London, United Kingdom

NYSE-listed recruitment and employer branding company

Business Analyst 10/2019 – 07/2021

- Implemented a change control process to improve the efficiency of the production workflow procedure, which slashed 85% of human errors committed YoY.
- Created and maintained an enterprise-wide financial data warehouse for 10+ branch offices across 12 countries.
- Developed value-added business strategies and comprehensive rebranding that increased revenue by 77%.
- Initiated Total Quality Control (TQC) improvement in the supply chain departments, which boosted 45% of productivity company-wide.

Growthsi, London, United Kingdom & Barcelona, Spain

Career training and membership SaaS with 150,000 users

Key Account Executive 11/2018 – 09/2019

- CHampioned business pitches that earned the company \$220K in Q1 2019, a major improvement over previous years.
- Increased online sales within 60 days of employment while decreasing 73% of customer acquisition costs.
- Nurtured relationships with 20 HNIs to understand their business goals; created plans that surpassed 34.5% of their objectives and maximized profit margins.
- Identified prospects to enhance the company's e-website performance; improved clickstream data, social media activity, and conversion rates by 75% YoY.

PREVIOUS EXPERIENCE

Project Management Specialist, ABC Company, London, UK 06/2017 – 10/2018

Operations Officer, XYZ Company, New York, USA 01/2016 – 05/2017

Project Estimator (Internship), ABC, New York, USA 07/2014 – 12/2015

CONTACT

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SKILLS

Hard Skills:

- Strategic Planning
- Procurement
- Project Planning
- Negotiation
- Agile
- Scrum

Techniques:

- Team Leadership
- Stakeholder Management
- Contract Negotiation

Tools and Software:

- Jira
- Trello
- Basecamp
- Microsoft Excel

Languages:

- English (Native)
- Romanian (Native)
- Spanish (Conversational)

EDUCATION

University of New York

Bachelor of Science

Applied Statistics

New York City, New York

10/2011 - 06/2014

OTHER

- Certified ScrumMaster (CSM)
- Project Management Professional (PMP)