

Sophie Williams

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PROFESSIONAL SUMMARY

Certified Project Manager (PMP) with 8 years of experience leading cross-functional teams to deliver IT and construction projects valued at \$10M+. Expertise in Agile methodologies, stakeholder management, risk mitigation, and budget control.

PROFESSIONAL EXPERIENCE

Project Manager | BuildRight Solutions | Perth, WA | Jun 2018 – Present

- Directed multiple \$10M+ construction projects, consistently delivered on-time and within budget.
- Implemented Agile frameworks that increased team productivity by 25%.
- Oversaw vendor management and negotiated contracts saving \$1.5M annually.
- Engaged stakeholders through weekly progress reports and steering committee presentations.

Assistant Project Manager | TechConstruct | Perth, WA | Mar 2015 – May 2018

- Supported project planning, scheduling, and resource allocation for IT infrastructure projects.
- Assisted in drafting project charters, work breakdown structures, and budgets.
- Coordinated cross-team collaboration to resolve project blockers.

EDUCATION

Bachelor of Project Management | Curtin University | 2014 | PMP Certified

KEY SKILLS

Project Planning, Agile, Scrum, Budget Management, Risk Management, Stakeholder Communication, MS Project, Jira, Confluence

ACHIEVEMENTS

- Delivered \$10M+ projects within 5% of budget
- Improved project delivery speed by 25%
- Recognized with Excellence in Leadership Award