

Sophie Williams

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PROFESSIONAL SUMMARY

PMP Certified Project Manager with 8 years of experience leading cross-functional technical teams to deliver complex IT and construction projects valued at \$10M+. Expertise in stakeholder relationship management, budget control, and driving organizational change while navigating competing priorities in dynamic environments. Strong track record in performance reporting for executive stakeholders.

PROFESSIONAL EXPERIENCE

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

- Directed multiple \$10M+ projects, consistently delivering on-time and within budget while managing relationships across business units
- Implemented Agile frameworks that increased team productivity by 25% and improved cross-functional collaboration
- Oversaw vendor management and negotiated contracts with IT suppliers, saving \$1.5M annually
- Developed comprehensive performance reporting for executive stakeholders, tracking project deliverables, financials, and schedules
- Managed change implementation processes to minimize disruption to end-users and customers
- Successfully navigated competing priorities while maintaining project timelines and quality standards

ASSISTANT PROJECT MANAGER | TECHCONSTRUCT | PERTH, WA | MAR 2015 – MAY 2018

- Supported project planning, scheduling, and resource allocation for IT infrastructure projects in corporate environments
- Assisted in drafting project charters, work breakdown structures, and budgets
- Coordinated cross-team collaboration to identify and resolve project risks and issues
- Gained experience working with diverse technical teams and IT vendors

EDUCATION

Bachelor of Project Management | Curtin University | 2014
Project Management Professional (PMP) Certification

KEY SKILLS

- Project Planning and Delivery
- Stakeholder Relationship Management
- Financial and Schedule Tracking
- Risk Management and Mitigation
- Executive-level Reporting
- Cross-functional Team Leadership
- Agile Methodologies
- MS Project, Jira, Confluence

ACHIEVEMENTS

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

COVER LETTER

DEAR HIRING MANAGER,

I AM WRITING TO EXPRESS MY STRONG INTEREST IN THE SENIOR PROJECT MANAGER POSITION WITH YOUR NSW GOVERNMENT CLIENT. WITH 8 YEARS OF EXPERIENCE MANAGING COMPLEX PROJECTS AND LEADING DIVERSE TECHNICAL TEAMS, I BELIEVE I CAN MAKE VALUABLE CONTRIBUTIONS TO YOUR ORGANIZATION'S STRATEGIC INITIATIVES.

MY EXPERIENCE ALIGNS WELL WITH THE KEY REQUIREMENTS OF THIS ROLE:

• I HAVE SUCCESSFULLY MANAGED MULTIPLE \$10M+ PROJECTS, CONSISTENTLY DELIVERING RESULTS ON TIME AND WITHIN BUDGET WHILE MAINTAINING STRONG RELATIONSHIPS WITH STAKEHOLDERS ACROSS DIFFERENT BUSINESS UNITS.

• THROUGHOUT MY CAREER AT BUILDRIGHT SOLUTIONS, I'VE DEVELOPED ROBUST SYSTEMS FOR TRACKING PROJECT DELIVERABLES, FINANCIALS, AND SCHEDULES, PROVIDING TRANSPARENT REPORTING TO EXECUTIVE STAKEHOLDERS.

- **I HAVE EXTENSIVE EXPERIENCE WORKING WITH IT VENDORS AND TECHNICAL TEAMS, HAVING OVERSEEN VENDOR MANAGEMENT AND CONTRACT NEGOTIATIONS THAT RESULTED IN SIGNIFICANT COST SAVINGS WHILE ENSURING QUALITY DELIVERABLES.**
- **MY APPROACH TO PROJECT MANAGEMENT INCLUDES CAREFUL CONSIDERATION OF END-CUSTOMER IMPACTS, AND I'VE IMPLEMENTED CHANGE MANAGEMENT PROCESSES THAT MINIMIZE DISRUPTION WHILE ACHIEVING PROJECT OBJECTIVES.**
- **AS A PMP-CERTIFIED PROFESSIONAL, I BRING STRUCTURED METHODOLOGY AND BEST PRACTICES TO PROJECT DELIVERY, COMPLEMENTED BY MY PRACTICAL EXPERIENCE IMPLEMENTING AGILE FRAMEWORKS.**

WHILE MY EXPERIENCE HAS PRIMARILY BEEN IN CONSTRUCTION AND IT INFRASTRUCTURE RATHER THAN THE ENERGY/UTILITIES SECTOR SPECIFICALLY, MY ABILITY TO QUICKLY ADAPT TO NEW ENVIRONMENTS AND LEARN INDUSTRY-SPECIFIC PROCESSES WOULD ALLOW ME TO TRANSITION EFFECTIVELY. I'M PARTICULARLY INTERESTED IN APPLYING MY PROJECT MANAGEMENT EXPERTISE TO THE UNIQUE CHALLENGES OF THE ENERGY SECTOR.

I AM WILLING TO RELOCATE TO NSW FOR THIS OPPORTUNITY AND AM COMFORTABLE WITH THE FLEXIBLE WORKING ARRANGEMENTS DESCRIBED, INCLUDING OCCASIONAL TRAVEL TO SYDNEY OR PORT MACQUARIE OFFICES.

THANK YOU FOR CONSIDERING MY APPLICATION. I LOOK FORWARD TO DISCUSSING HOW MY SKILLS AND EXPERIENCE CAN SUPPORT YOUR CLIENT'S STRATEGIC PROJECTS AND ORGANIZATIONAL GOALS.

SINCERELY,

Sophie Williams