

Sophie Williams

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COVER LETTER

DEAR HIRING MANAGER,

**RE: APPLICATION FOR DELIVERY LEAD/PROJECT MANAGER POSITION -
REFERENCE JN-082025-40942**

**I AM EXCITED TO APPLY FOR THE DELIVERY LEAD/PROJECT MANAGER
ROLE WITH DAVIDSON. WITH 8 YEARS OF EXPERIENCE LEADING
COMPLEX PROJECTS AND MY EXPERTISE IN BOTH DIGITAL AND
CONSTRUCTION ENVIRONMENTS, I AM WELL-POSITIONED TO
SUCCESSFULLY LEAD THE DELIVERY OF YOUR CONSUMER-FACING
WEB PLATFORM INITIATIVE.**

THROUGHOUT MY CAREER, I HAVE:

- Managed end-to-end delivery of multiple high-value projects, consistently meeting deadlines and quality standards
- Successfully led vendor relationships, negotiating contracts and ensuring accountability to project timelines
- Implemented pragmatic project structures that increased team productivity by 25%
- Excelled in cross-functional collaboration across technical and operational teams

**MY APPROACH COMBINES STRUCTURED METHODOLOGIES WITH THE
FLEXIBILITY NEEDED IN FAST-PACED ENVIRONMENTS. I AM
PARTICULARLY SKILLED AT BALANCING BEST-PRACTICE STANDARDS
WITH PRACTICAL SOLUTIONS THAT DRIVE BUSINESS OUTCOMES.**

**I AM CONFIDENT THAT MY EXPERIENCE IN STAKEHOLDER
MANAGEMENT, VENDOR COORDINATION, AND DIGITAL PROJECT
DELIVERY MAKE ME AN IDEAL CANDIDATE FOR THIS ROLE. I LOOK**

FORWARD TO DISCUSSING HOW I CAN CONTRIBUTE TO THE SUCCESS OF YOUR DIGITAL INITIATIVE.

SINCERELY,

Sophie Williams

PROFESSIONAL SUMMARY

Certified Project Manager (PMP) with 8 years of experience leading cross-functional teams to deliver digital and construction projects valued at \$10M+. Expertise in pragmatic project delivery methodologies, stakeholder engagement, vendor management, and ensuring high-quality deliverables in fast-paced environments.

PROFESSIONAL EXPERIENCE

PROJECT MANAGER | BUILDRIGHT SOLUTIONS | PERTH, WA | JUN 2018 – PRESENT

- Led end-to-end delivery of complex projects, consistently meeting deadlines and quality standards
- Managed third-party vendors and contractors, ensuring accountability to project timelines and deliverables
- Implemented pragmatic project frameworks that increased team productivity by 25% while maintaining quality
- Facilitated cross-functional collaboration across digital, design, and operational teams
- Delivered comprehensive stakeholder communications through weekly progress reports and presentations
- Navigated changing priorities and dependencies while maintaining focus on project outcomes
- Negotiated with vendors and managed contracts, saving \$1.5M annually through effective oversight

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

- Supported delivery of IT infrastructure and digital platform projects in fast-paced environments
- Coordinated cross-team collaboration to identify and resolve project dependencies and blockers
- Assisted in creating fit-for-purpose project documentation including charters and work breakdown structures
- Contributed to business analysis activities, gathering requirements and supporting implementation
- Helped maintain quality standards throughout project lifecycle

EDUCATION

Bachelor of Project Management | Curtin University | 2014

Project Management Professional (PMP) Certification

KEY SKILLS

- Digital Project Delivery
- Vendor Management
- Stakeholder Engagement
- Pragmatic Project Structures
- Cross-Functional Leadership
- Quality Assurance
- Business Analysis Support
- MS Project, Jira, Confluence

ACHIEVEMENTS

- Delivered multiple \$10M+ projects within 5% of budget constraints
- Improved project delivery speed by 25% through streamlined methodologies
- Recognized with Excellence in Leadership Award for stakeholder management
- Successfully managed multiple vendor relationships across complex project portfolios