

project

manage

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personal statement

An adept multi-tasker, who is able to combine the ability to lead and motivate with an enthusiastic, can-do approach. Comfortable working on large projects or numerous, smaller size pieces of work, Stephen is able to plan and think on his feet and has vast experience of working on web development, sales, new business and marketing projects. Well organized and able to multi-task, he has a passionate desire to excel against demanding customer expectations, and is more than willing to take charge of the end-to-end delivery of the project lifecycle. Stephen is now looking to work for a company which promotes recognition and rewards creativity, hard work & commitment.

employment history

Health Care Provider - Birmingham
PROJECT MANAGER April 2009 – Present

Accountable for managing the entire scope of a project, from prioritization to delivery. Responsible for getting to the crux of our clients' needs, creating water-tight project plans and ensuring exemplary delivery on time and within budget. Also in charge of ensuring compliance with applicable policies and all legal or regulatory requirements.

Duties

- Ensuring the adoption of best-practice project management tools, processes and techniques.
- Identifying and quantifying external risks affecting the project implementation.
- Drawing up detailed plans of how to achieve each stage of a project.
- Preparing status reports for use in communication to stakeholders.
- Ensuring that each stage of the project is progressing to schedule.
- Maintaining accurate programme information to enable accurate records of contract history to be accessed.
- Communicating project direction to the clients, colleagues, partners and suppliers.

Local Hospital – West Bromwich
ASSISTANT PROJECT MANAGER October 2007 – April 2009

Community Centre - Dudley
TEAM LEADER July 2007 – October 2007

areas of expertise

Project Initiation	Financial awareness	Risk management	Innovation
Managing clients	Online campaigns	Supervising staff	PM methodology
Budgetary control	Coordinating resources	Project implementation	Digital project PM

project management skills

- Experience of successfully directing multi-million pound projects.
- Able to react flexibly, manage effectively and mitigate risk at every stage.
- Can manage industrial projects from concept phase through to manufacture and installation.
- Building and maintaining relationships of trust with key client personnel.
- Accurately tracking activities against the detailed project plans.
- Acting on client feedback and any survey results.
- Ability to think creatively and influence key stakeholders and decision makers.
- Effectively managing project profitability, capital employed and cash flow.

academic qualifications

Birmingham North University - 2004 - 2007 - Project Management BA (Hons)
PRINCE 2 - Association for Project Management (APM) - Project Management Institute (PMI)
Birmingham South College - 2002 - 2004 - Business Studies Diploma

references

Available on request.

Project Manager CV

View the full version at;

www.dayjob.com

How to write a Project Manager CV

Recruiters never ignore good talent and a well written CV is the first sign of that.

Areas to focus on in a Project Manager CV:

Problem solving

Delegating

Project Planning

Business analysis

Procurement

Budgetary controls

Quality assurance

Report writing

Resource management

A CV is there to get you an interview and not a job.
It should be written with this in mind.

In your CV show your ability to;

- Turn projects into reality.
- Identify present and future risks.
- Plan, organize, monitor and control project processes.
- Ensure projects are run efficiently, to budget and on time.
- Keep a tight control on budgetary costs and expenses.

You only get one chance to make a first good impression with employers.

Give examples of;

- Successful projects you have completed.
- Your real world experience, formal training and relevant certification.
- Your understanding of and adherence to standard Project Management practices and disciplines.

Write a CV aimed at the needs, objectives and requirements of the employer.

Personal skills to show;

- Able to communicate difficult decisions and sensitive information tactfully.
- A willingness to listen to others and learn from mistakes.
- Show you can communicate with people from all social backgrounds, including senior decision makers.

Show you can Initiate, Plan, Execute and Close Projects.

View more Project Manager CV examples at;

<https://www.dayjob.com/project-manager-cv-273/>