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|  | 🞂Conor Monaghan  Phone: 0423 268 302  E-mail: [conormonaghan7@gmail.com](mailto:conormonaghan7@gmail.com)  An experienced, proven Project Administrator who has effectively and efficiently managed projects and administrative duties to tight deadlines and in accordance with project based critical path.  Expertise in; Project management, Document control, stakeholder engagement, process implementation and team leadership. |
|  | **Achievements**   * Facilitated the reshuffle of 300 staff between two offices in 48 hours. * Identified a gap in the company’s client engagement strategy, then developed and implemented a central website to coordinate and communicate involvement, projects and events resulting in increased stakeholder and staff engagement throughout the firm. * Created and developed a relationship with Habitat for Humanity Victoria, Project managed the acquisition of planning permit to rebuild homes in the wake of the Black Saturday bushfires 2009. * Managed the rollout to closeout of 139 construction projects as part of the Building the Education Revolution program. Oversaw the financial reconciliation of these projects to make savings wherever possible. |

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|  | **Education**  Diploma in Project Management at Swinburne University   * Modules included:   Project Scope; Project Time; Project Cost; Project Risk; Project HR; Project Procurement; Project Communications; Project Quality; and Project Integrative Processes  **Career Summary**   * **Project Administrator**, Arup Pty Ltd 2009-2012 * **Document Controller**, Arup Pty Ltd 2007-2009 * **Shift Supervisor**, Hudson Coffee 2007 * **Casual Labourer,** APS Solutions 2006-2007 * **Document Control & Purchasing** H.A O’Neil Engineering 2005-2006     Experience    [ARUP](http://www.arup.com/) **ARUP Pty Ltd** (Consulting Engineering Firm) (2007 – 2012)  *Arup is an independent firm of designers, planners, engineers, consultants and technical specialists offering a broad range of professional services.*  Project Administrator (Project & Program Management) for Building the Education Revolution Programme   * Arup-Indec Information Manager – document control of base school data in a register; liaise with client to confirm correct data. * Facilitated stakeholder liaison across 2 departments in order to ensure all new starter training had been undertaken, facilitated in training new staff members and major stakeholders in the use of our database. Deals with stakeholders and clients and project managers on a regular day to day basis to assist in accurate reporting of figures. * Liaised with internal and external customer to facilitate service delivery and contract management * Assistant Program Manager in delivery of 139 projects managing stakeholder and client expectations, financial data and contractor claims.   Project Manager for Habitat for Humanity (Community Partnering Project)   * Project Managed a pro bono project to assist in the delivery of an updated planning permit to include building permit for 25 homes * Managed the design process of the civil works for the project. * Communicated regularly with the client (CEO) and the team via email and meetings to update on progress and/or issues.   Community Partnering roles   * Relationship Manager for Habitat for Humanity * Member of the Poverty Action Network * Member of the Community Partnering Program   Document Control Administrator   * Built relationships with key stakeholders and proved indispensable while working on large scale construction projects. * Managed a small team of casuals in digitizing construction documents in-house. * Managed the movement of 300 Melbourne staff between two offices within a 48 hour period   Key Achievements:   * Has progressed from Document Controller to Project Management with his 5 years at Arup. * In these roles he has successfully managed client expectations, conflicting requirements and delivered critical path activities during project management tasking. * As Document Controller he built relationships with stakeholders and managed a small team and successfully. * Managed the movement of 300 Melbourne staff between two offices within a 48 hour period. This achievement is what secured a place in Project Management. * Has also been able to integrate a passion for humanitarian work though my involvement in the (CPP) Community Partnering Program through work for and with Habitat for Humanity. * Has successfully marketed and garnered support from the senior leaders in Arup to come and work on blitz days on construction sites alongside their junior counterparts.   **Hudsons Coffee** (2007)  *Hudsons has consistently delivered quality coffee with consistently superior service in convenient locations that now span across Australia*  Supervisor   * Managed team members across shifts to ensure best service to customers. * Made orders of stock and ensured all best processes had been followed. * Opened and locked store on rostered days. * Dealt with customer complaints. * Served the public.   **APS Casual Labour Agency** (2006 –2007)  Various Casual Manual Labour appointments   * Stock control * Logistics * Order Picking * Fork Lift Driving * Manual Labour   **HA O’Neil Engineering** (2005)  *Dublin, Ireland*   * Purchased inventory/materials for construction works on Intel site * Liaison with engineers and foreman with regards to mechanical drawings * In charge of document control and administration duties * Implementation and beta testing of new in house stock control * Ordering software   Skills   * High level of internal motivation and drive for excellence * Strong communication and client facing skills * Attention to detail * Ability to independently take responsibility of assigned tasks * Effective team player * Conscientious and reliable * Highly developed influencing and relationship capabilities * Well versed in Microsoft Project, Excel, Word.   Languages   * Irish (Fluent) * Portuguese (Basic) * French (Basic)     Referees   * Referees details can be furnished upon request. |