

Amelia Randall

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Personal summary

Experienced project management professional with more than a decade of experience assisting with, implementing and managing various projects. Capable of executing high-level projects successfully and maintaining clear communication throughout. Very capable analyst with an excellent eye for detail.

Employment history

Senior administrative assistant, Fernsby Consulting (2015 to present)

Responsible for the coordination of planning activities, scheduling of project work and delivery of important tasks and milestones in support of the project manager.

Helped streamline implementation for numerous projects, improved customer support and increased information availability.

Researched and prepared new guidelines to increase productivity and make use of latest best practices, in addition to effective reporting and archiving.

Trained staff and worked with contractors to ensure tasks are done properly and in a timely manner.

Administrative assistant, Fernsby Consulting (2012 to 2015)

Helped coordinate project activities with the senior administrative assistant and project manager.

Assisted with the implementation of various tasks and managed communications and external correspondence.

Developed presentations for use by project manager for training purposes.

Helped with the design and implementation of a client tracking system.

Qualifications and certificates

PRINCE2 Practitioner Qualification

APM Project Fundamentals Qualification (PFQ)

Certified Project Manager Qualification (IAPM)

Education

Bachelor of Arts in Business Strategy, University of York, First-class Honours