

Richard Hill

Project Manager

AREAS OF EXPERTISE

Change management

Staff management

Project planning

Project reporting

Resource management

Risk management

Product development

Contract administration

Process improvement

Prince 2

Supervising

Managing project quality

CAREER STATEMENT

“Apart from contributing to the processes and strategies which enhance any projects I am working on, I feel that my greatest strengths are firstly my ability to deliver projects to agreed timescales. Secondly my skill at gaining a clear understanding of a clients exact needs, and thirdly being able to co-ordinate and lead all project team resources whilst at the same time building strong working relationship with other project managers.”

Richard Hill

PERSONAL SUMMARY

A bright, talented and ambitious project manager who has the required PRINCE2 Practitioner qualifications along with comparable experience of working to the highest standards. Richard has a long track record of ensuring projects are delivered to the highest quality, within budget by effectively organising, managing and utilising all resources. He is able to lead teams on commercial, industrial, education and health projects where the highest standards are routinely demanded. Always wanting to be actively involved in all aspects of the project life-cycle he can deliver high-value projects in matrixed organizations and across different geographies. He takes direction well and works hard to manage stakeholder expectations.

Richard is willing to travel and/or spend long periods abroad, and is currently looking for a suitable position with a market leader company.

CAREER HISTORY

Distribution Company - Coventry

PROJECT MANAGER April 2009 - Present

Accountable for managing the delivery of critical projects, and for providing managerial support for all the projects conducted by the company. Also responsible for providing monthly financial and technical updates of any known issues/risks to Senior Manager.

Duties:

- Responsible for costing, estimating and planning projects.
- Preparing Project Initiation documentation.
- Responsible for ensuring best value is obtained for the project including supplier base, use of internal and external resources.
- Maintaining and completing Project Key Performance Indicators.
- Writing detailed and summarized project progress reports.
- Identifying, costing and processing any contract variations.
- Tracking activities against the detailed project plans.
- Updating project plans to include agreed changes.
- Producing accurate financial reports.
- Monitoring actual expenditure figures against project budgets.
- Organising and facilitating Project Steering / Operating Committees meetings.

Construction Company - Manchester

PROJECT MANAGER May 2008 – March 2009

Responsible for client progress meetings on and off site, cost control, invoicing, variation claims, invoice payment resolution and conditions of contract. Also worked closely with other departmental managers to promote overall company effectiveness.

Duties:

- Managed the project team including any subcontractors.
- Ensuring Projects and Programmes are executed using agreed standards & processes.
- Reviewed and approved all project documentation.
- Resolved any problems and issues that arose.
- Undertook all monthly project financial cost reporting.
- Preparing status reports for use in communication to stakeholders.
- Escalating issues and areas of concern to senior managers.
- Ensured staff and sub contractors timesheets were accurately completed.
- Generating Work Packages and Work Instructions.
- Provided project support for all off site activities.

PERSONAL SKILLS

Solution orientated

Relationship building

Detail orientated

Decision making

Perseverance

Attention to detail

Confident

Flexible & adaptable

Positive attitude

PROFESSIONAL

Microsoft Project

CADIS

Agile

Advanced First Aid

French Speaker

German Speaker

PERSONAL DETAILS

Richard Hill

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Nationality: British

Export Company - Birmingham

ASSISTANT PROJECT MANAGER

June 2007 – May 2008

Academic Institution - Manchester

ASSISTANT PROJECT MANAGER

July 2006 – June 2007

KEY SKILLS AND COMPETENCIES

Project Management attributes

- Good track record of managing complex multifunctional projects in various environments.
- Creating effective, informed and highly motivated teams focused on delivery.
- Comprehensive understanding of project management methodologies.
- Experience of working with sponsors, stakeholders, and solution providers.
- Successful and demonstrable delivery of results from a client site.
- Superb customer facing skills.
- Producing and delivering project documentation, e.g. user manuals and support.
- Accurately identifying a clients key requirements.
- Managing and supporting the testing and implementation of business initiatives.
- Experience of web development, sales, new business or marketing projects.

Personal attributes

- Possessing a responsible attitude, tact, patience, and courtesy.
- Comfortable working on numerous, smaller size pieces of work.
- Ability to operate under pressure and deliver to demanding deadlines.
- Achieving results through others.
- Able to self start own improvement initiatives.
- Good team player.
- Capable of working under limited supervision.
- Motivating Project or Programme teams to own and complete tasks assigned to them.
- Conflict management and prioritisation skills.

Professional attributes

- Knowledge in developing and administering resource plans and budgets.
- Strong verbal and written communication skills.
- Computer literate, with high level of competence in the use of the Microsoft Office suite of tools, including Microsoft Excel/PowerPoint/Visio/Project.
- Full systems development lifecycle experience from requirements gathering through design, testing and deployment.

ACADEMIC QUALIFICATIONS

Birmingham North University

2003 - 2006

Business Management

BA (Hons)

Birmingham South College

2001 - 2003

A Levels: Maths (B) English (A) Physic (C) Geography (A)

PRINCE 2

City & Guilds, Diploma in Project Managment

REFERENCES – Available on request.

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