

Candice Duncan

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Personal Summary:

A highly ambitious, motivated individual who can bring passion, drive, performance, excellence and a winning mentality to any company.

I have a clear, logical mind with a practical approach to problem solving and a drive to see things to completion. With previous experience in managing and leading teams across the Information Technology sector. I am a person who can communicate clearly and effectively when working with people of all levels. With a proven work history, I am prepared to work above and beyond to deliver and exceed expectations.

Education:

The Knowledge Academy, Manchester
PRINCE 2© Foundation and Practitioner

September 2018

Nelson Mandela Metropolitan University, South Africa
Diploma in IT Software Development

Graduated 2015

Alexander Road High School, South Africa
Matric Grade 12 including Mathematics, English, ICT & Business.

2005 – 2009

Career history:

Evo – soft Limited, Denton, Manchester
Junior Project Manager
Project Coordinator

April 2019 – Present
August 2017 – March 2019

Responsibilities:

- Ensuring the overall success of a project from initiation, planning and design, to monitoring and controlling throughout the project to ensure project closure.
- Support and co-ordinate a team of consultants and liaise with the development teams.
- Organise and chair meetings; ensure that the relevant matters are discussed, and effective decisions are made and carried out.
- Preparing meeting agendas, minutes, project documentation such as; Functional Requirement Documents, Gantt charts etc.
- Account management, building relationships with customers.
- Co-ordinate and manage project workshops, agree objectives and functional requirements.

- Liaise with solution specialists and consultants to define and document the project requirements and activities.
- Identify resources and work with the Project Manager and Resource Manager to assign responsibilities for the projects and tasks.
- Create, deliver and revise project work plans as appropriate to meet changing needs and requirements.
- Breakdown projects into doable actions and work packages, set timeframes and manage day-to-day operational aspects of the projects.
- Support the build, delivery, review and testing software modules and manage sign-off activities.
- Ensure project documents are complete, current and appropriately stored and shared.
- Manage project budget and resources meeting cost and time objectives.
- Work closely with relevant stake holders to help ensure effective and efficient implementation of the projects.
- Regularly review project status and submit reports to stakeholders and highlight any required and relevant corrective action.
- Be risk and opportunity aware, and take ownership of tasks, manage and monitor through to conclusion.

Corinium Care / Patricia Whites - Care Assistant

February 2015 – July 2017

Various locations

Rome Restaurant – Bar Supervisor

August 2008 – February 2012

South Africa

Additional Information:

First aid certificate

Full UK driving license, clean

References:

Available upon request.

Key Words: Project Management, Stakeholder Management, Resource Management, Project Delivery, Software Development, Microsoft Visual Studio, Visio, Project, SQL Server, Access, Office 365, Microsoft NAV 2017 and Dynamics 365 BC, Nav/Dynamics.