

Wioletta Campbell

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PERSONAL PROFILE

A qualified project manager with experience in challenging safety critical environments such as Airports and Railways, delivery planning, programming, design and business projects to clients in multiple industries. I am able to plan and schedule programmes, liaising with key stakeholders and suppliers to ensure projects are delivered to requirement. I am a self-starter, ambitious and eager to deliver projects successfully. I have strong communication skills, focused and highly determined.

CAREER SUMMARY

Jan 2019 – June 2019 Clements Retail Ltd – Harrods - Project Manager (Contractor)

Clements Retail are experts in retail fit-out based in Leicester. As an award-winning company, it has vast experience in working with high end fashion brands, in delivering refurbished or new builds. I was reporting directly to Project Director on a large Harrods fit-out project, planning and programming each phase of the project.

Responsibilities:

- I was responsible of managing the end to end process of delivering intermediate works projects, from defining the scope with the client project manager to successful completion (this would also include all project documentation is uploaded into the central knowledge management repository;
- I held regular project meetings with client stakeholder as well as contractor/subcontractors to be able to report of project overviews, raise concerns and to escalate to relevant parties as necessary;
- I ensured all statutory requirements are in place for contractors/subcontractor entering project premise and also ensure Health and Safe requirements are met by all;
- Working with the senior project manager and independently, estimated costs, timescales and resources required to successfully delivery project(s) to the agreed scope;
- For changes, approvals or escalations to project requirements, I would approach the senior project manager who would provide sign off or direction;
- I would also manage all project controls pertaining to my projects in accordance with organisation processes and procedures

Achievement:

- Successfully delivered Phase One fit-out programme of the Harrods Technology Department project. This allowed concessions such as Samsung, Apple, Linn, Drome etc. to merchandise their products in store.

March 2018 – Nov 2018 Thomas Interiors Ltd – Heathrow - Project Manager (Contractor)

Thomas Interiors is a well-established Heathrow frame work fit out refurbishment contractor where I was responsible for the delivery of projects based in accordance with aviation policies and procedures

Responsibilities:

- I had to ensure all projects were conducted in accordance with Heathrow's Health & Safe governance procedures and when failures where highlighted, stop the project until rectified;
- I instituted weekly Client/Contractor site meetings to discuss progress of projects and to provide clients with a clear plan of meeting expectations, programme progress, risks and issues

Achievements:

- Successfully managed the delivery of WH Smiths and Thomas Pink shell and core strip out;
- Delivered the refurbishment of high-end shops such as Watches of Switzerland, Rolex, Mulberry;
- Successfully completed the refurbishment of Terminal 3 concourse area raised floor replacement and offices complex;
- Engaged with stakeholder through the life of the project providing regular status updates and escalation issues with mitigation plan demonstrating work around to ensure project completed on time.

May 2016 –Feb 2018 Alan Nuttalls Partnership Ltd – Heathrow - Project Manager (Contractor)

Alan Nuttall Partnership Ltd specialises in interior fit-out, main and principal contracting, retail display design, manufacture and installation of fixtures and fittings. As a Project Manager onsite at Heathrow, I led on various projects which supported part of the 2.5 billion project refurbishment programme.

Achievements:

- Successfully fitted out and delivered into service Virgin Lounge;
- Refurbished Heathrow staff restaurants across 3 different terminals;
- Managed the design and build of Rolex pop up shop in World Duty Free store;
- Shell and core strip-out of Menzies and relocate offices to alternative site;
- Refurbish Baggage area offices and store rooms.

Feb 2015 – May 2016 Alan Dick Communications Ltd (Network Rail) – Project Manager (Contractor)

AD Comms specialises in providing end to end telecoms-based services within the rail infrastructure. Reporting to and assisting senior project manager in planning and scheduling in the delivery of Heathrow Express GSM-R rail power upgrade project.

Achievement:

- Successfully delivered Heathrow Express Global System for Mobile Communications – Railway upgrade project.

Jan 2014 – Jan 2015 Network Rail - Project Development Assistant (Contractor)

As part of the transforming London Bridge redevelopment programme, I was responsible for supporting the Project Development Manager in the delivering of the upgrade programme

Achievements:

- Successfully managing performance against project deliveries and preparing progress reports for senior management;
- Ensuring Change Control Request, access notices were submitted on time to ensure permissions authorisation;
- Successfully completing investment plans which was signed off by management board for upgrade opportunities;
- Completing on time Financial periodic payments documents for works completed during the project.

Sept 2013 – Dec 2013 HETCo (Ferroviai Airports (UK) Ltd & Laing O'Rourke Ltd) - Project Co-ordinator (Contractor)

As a Project Coordinator for the Heathrow Airport upgrade project. I was responsible for providing assurance for documents transferring between organisations and facilitating contractors in managing the closing of Phase 1, Heathrow Terminal 2 project and assisting in the delivery of Phase 2 project upgrade.

Achievements

- Ensured the production and completion of the project handover documentation to time, cost and quality criteria including review and signoff by the required stakeholders;
- Managed the status reports on the delivery plans including costs, major issues with owners;
- actioned risks and mitigations plan capturing all issues and delivering reports to Head of Handover and Project Management.

EDUCATION AND TRAINING

Appointed Person Hot Works Certificate	May 2017
CSCS Card	May 2016
Health and Safety training	May 2016
PTS/Sentinel Card	June 2015
Project Management Institute	Aug 2013
<ul style="list-style-type: none"> • Certified Associate in Project Management 	
Commercial Management Training	Jan 2012-Aug 2012
<ul style="list-style-type: none"> • Negotiation management • Strategic Solutions Management • Business networking Management 	
College of Business and Economics	Sept 1991 – July 1995
<ul style="list-style-type: none"> • Diploma in Business Management and Economics 	