William Larbey | Project Manager

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PROFESSIONAL PROFILE

Dedicated Project Manager and effective leader who excels in delivering high levels of quality and accuracy when managing multiple initiatives simultaneously. A natural problem solver with a resourceful approach to changing circumstances. Excellent time management skills with a strong ability in organising and prioritising workload within fast paced environments. Self-motivated and detail orientated, with proven timeline and programme management experience.

CORE SKILLS

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| * Prioritisation & Time Management | * Strategic Planning | * Risk Management |
| * P&L Management & Cost Control | * Microsoft Project | * Technical & Process Knowledge | |
| * Communication and Enthusiasm | * Change Management | * Data Handling & Reporting |

CAREER SUMMARY

January 2019 – June 2019

Employer: Pickerings Lifts Walkden, Manchester

Role: Deputy Project Manager

Pickerings Lifts have long-standing supply and maintenance contracts with major supermarkets, FMCG wholesalers and logistics companies. Within their Projects department, I have successfully managed end-to-end delivery of complex systems engineered solutions by utilising an optimal resourcing strategy and strong commercial awareness. Responsibilities include:

* Full control of project portfolio with an emphasis on financial flows and strategic innovation.
* Ensure that any competitive advantage including new product innovation and supply chain analysis is exploited to deliver increased profitability.
* Instigate process excellence by pro-actively identifying, managing and communicating risks to the business (RAG rating).
* Track, monitor and report project performance using programme management tools (MS Project).
* Lead the Projects team in ensuring the collaborative development of the business, successful planning and positive stakeholder engagement.
* Build and develop key relationships with customers, suppliers and oversees manufacturers.
* Drive early engagement with stakeholders to ensure business impact and required solutions are understood in line with project start dates.
* Develop project life cycle with critical paths to ensure all material orders comply with agreed lead-times.
* Communicate new product variations and material changes to the project particulars with the commercial team and clients within appropriate timescales.
* Build and maintain an environment that supports teamwork and co-operation in achieving Key Performance Indicators and Service Level Agreement.
* Ensure internal team is periodically updated with financial, supply chain and operational costings.
* Influence the implementation of best practices by providing technical guidance, planning and logistical information to the projects team.
* Strategically lead the Operations team in the scheduling of staff, logistics and tracking deliveries.
* Deliver regular project progress updates and P&Ls as required.

February 2017 – December 2018

Employer: Rotec Security Solutions Stockport, Manchester

Role: Project/Design Manager

As market leaders within the commercial door industry, Rotec provide practical and cost-effective value engineered solutions to meet specific client requirements. Within this role I managed the coordination and implementation of projects with main contractors around the UK and ensured that process excellence is consistent throughout the delivery. Responsibilities include:

* Management of cross-functional teams while continually monitoring progress and performance metrics throughout the projects delivery to achieve critical dates.
* Support the preparation and monitoring of contracts, planners and forecasts while working with stakeholders to ensure efficiencies and effectiveness
* Ensure quality and H&S standards are in line with appropriate Quality Assurance regimes and current working regulations.
* Undertake regular competitor and market trend analysis to ensure products obtain the correct costings.
* Full responsibility for the planning and application of resources which contribute to successful project delivery.
* Build and develop effective client/stakeholder relationships across multiple levels of the organisation.
* Allocation of work, establishing KPIs and providing necessary guidance to the PM team.
* Chair progress meetings with the Operations Team to resolve technical queries and carry out site inspections.
* Manage material orders with 3rd party suppliers in the delivery of specialist trade work packages.
* Build and maintain a relationship of trust and mutual understanding with project stakeholders through representing the company at project team meetings.
* Commercial budget responsibility for projects including negotiation of pre-contract particulars.

March 2016 –February 2017

Employer: Rotec Security Solutions Stockport, Manchester

Role: Project Co-ordinator

* Ensure delivery dates and methods are communicated effectively with the customer in-line with practical completion dates to achieve timely product delivery.
* Accountability for full profit and loss performance, to agreed targets, for the allocated business function.
* Manage project contract handovers effectively and efficiently ensuring that all recommendations and continuous improvement initiatives are communicated.
* Ensure supplier invoices are approved in accordance with Company’s Code of Conduct.
* Building strong client relationships to ensure clear understanding of current programme and future variation opportunities.
* Ensure sufficient information and formal instructions are received from the client before processing orders.

Project Portfolio Includes:

Arndale Centre, Eastbourne

Contractor: Kier

Architects: TB Bennett

Package Value: £307,000

Westgate, Oxford

Contractor: Laing O’Rourke

Architects: Chapman Taylor

Package Value: £239,000

Amazon Fulfilment Centre, Manchester

Contractor: McLaren Construction

Architects: Webb Gray

Package Value: £76,000

T3 MSCP, Manchester Airport

Contractor: SCC Design Build

Architects: NA

Package Value: £80,000

Farnborough Exhibition Hall

Contractor: Wates

Architects: Terence O’Rourke

Package Value: £86,000

JLR, Gaydon Triangle

Contractor: Laing O’Rourke

Architects: Bennetts Associates

Package Value: £70,000

July2015 –March 2016:

Employer: Field & Lawn Runcorn, Cheshire

Role: Project Manager

Field & Lawn specialises in providing event overlay and full project management services for the delivery of professional marquee hire, festive lighting and city dressing in the UK. Responsibilities include:

* Develop sound relationships with clients to ensure that full requirements are known, communicated and understood.
* Co-ordination of tasks between Operations and Support teams ensuring appropriate handover of tasks/actions as order progresses.
* Ensure quotations are costed accurately and then priced appropriately in order to win business whilst aiming to achieve long-term status as a preferred provider.
* Track the accounting, costing and billing of projects through to contract completion.
* Conduct site meetings with the prospective clients to build detailed risk assessments and develop accurate site drawings.
* Make sure the project aims and quality standards are met whilst monitoring sub-contractors to ensure guidelines are adhered to.
* Assist in the management of consultant teams to ensure that the build product is compliant with the contract.
* Review provision and supply of quotations using best suited internal and external suppliers.
* Manage resources to meet daily delivery schedules and business requirements for services within the prescribed budget minimizing financial performance deductions.

IT EXPERIENCE

General Packages include: MS Outlook, Word, Excel, Project, PowerPoint and Adobe Acrobat.

ACADEMIC EDUCATION

2012-2015: London Guildhall Faculty of Business & Law

BSc (Hons) Business Management Degree Classification: 1st Class with the Award for Academic Excellence

2006-2008: Campion Sixth Form College, Hornchurch, Essex

A-Levels in Design (B), Religious Studies (B), Information Technology (B)

2000-2006: The Campion School, Hornchurch, Essex

10 GCSEs (A-C)

4 x Grade A including: Design Technology, English Literature, Math & Religious Studies

5 x Grade B including: Science (Double award), English Language, Physical Ed & ICT

1 x Grade C in French