

Abigail Hansen

Project Professional

About Me

I am a skilled and passionate professional who has gained significant experience in project management and telecommunications. With a strong foundation in the industry, I started my career as an apprentice at the age of 16 and have since dedicated myself to improving my expertise. I pursued a degree at the Open University to further hone my skills and knowledge, demonstrating my commitment to the field. Driven by a desire to succeed, I approach every challenge with confidence and a willingness to learn. As the founder of AIRLINK Projects, I also undertake various freelance projects alongside my regular work.

I also take part in various LinkedIn courses to stay on top of industry knowledge, you can view certifications via my link, listed under 'References'.

Education/Qualifications

The Open University

(2023 – 2029)

BA (Honours) Business Management (Innovation & Enterprise)

Institute for Apprenticeships & Technical Education

(March 2021 – September 2022)

Level 3 NVQ in Business Administration (Project Management)

Grade: Pass (Equivalent to 3 A Levels)

Burscough Priory/Deyes High School

(2015-2020)

8 GCSEs, grade A-C, including Maths, English and Triple Science

Experience

Project Manager

Scorpion Automotive (March

2024 – Present)

Duties Include:

- Leading the planning and implementation of project initiatives.
- Defining project scope, goals, and deliverables in collaboration with senior management and stakeholders.
- Developing full-scale project plans and timelines.
- Managing project budget and resource allocation.
- Facilitating communication and collaboration across project teams.
- Implementing and managing project changes and interventions to achieve project outputs.
- Conducting project evaluations and assessment of results.

Telecommunications Project Administrator

Wifinity, London/Remote

(March 2023 – March 2024)

Duties Included:

- Working within the PMO Team, I coordinate large scale projects within the Public Sector.
- Operational & Project RAID Log management, including identifying risks and issues and working with colleagues to manage mitigating actions to completion
- Creation of internal and external reports, and attending governance meetings when required to report on progress
- Work with project managers to complete cost tracking against project budgets, including weekly reporting on project spend
- Work with various project stakeholders (internal & external) to support in scheduling of project meetings
- Support project managers in the completion of lessons learned reviews post implementation and manage actions through to completion

Operations Project Coordinator

Cashroom, Skelmersdale

(August 2022 – March 2023)

Duties Included:

- Working within the Internal Operations Team, to manage and take on projects to benefits teams around the business. Projects have included resourcing, organising an office move, introducing soft phones and device encryption.
- Developing business processes to further benefit client's satisfaction and increase company efficiency.
- Completing monthly, companywide audits to ensure processes are being followed to our expected standards.

Telecommunications Project Coordinator

EvolveODM, Skelmersdale

(March 2021 – August 2022)

Duties Included:

- Maintaining and monitoring project plans and project schedules to ensure accurate and up to date information is available on demand
- Dealing with key customers and suppliers on a regular basis including resolving problems via phone calls, face to face meetings and emails
- Input of timely, accurate data within internal systems
- Stock taking to meet internal audit requirements, including ensuring adequate stock levels are always maintained based on customer fulfilment requirements
- Managing new site installations, including liaising with both external suppliers and internal engineers to ensure a smooth installation at each customer site (FTTP, FTTC, ADSL, Leased Lines),
- Assisting the Coordination Manager with training staff members that joined the Coordination Team, to ensure they were aware of company processes and how to complete BAU/project work to set standards.
- I completed an NVQ Level 3 in Business Administration through the apprenticeship programme with EvolveODM.
- Ensuring compliance with ISO 9001 and 27001.

References

References are available on request, but in the meantime, I would highly recommend reviewing my LinkedIn page for further insights into my professional career.

<https://www.linkedin.com/in/abigail-hansen-6164761ba/>