

JOLA TACIJ

PMO Analyst | Utilities Sector Specialist

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PROFESSIONAL SUMMARY

AgilePM®-certified PMO Analyst with 5+ years of utilities sector experience (energy and water infrastructure) and 15+ years in business operations and project coordination. Currently providing commercial and deployment support at E.ON Drive Infrastructure IT with proven expertise in project tracking, cross-functional coordination, and PMO reporting using Sitetracker, Power BI, and Business Central. Coordinated 50+ concurrent projects at E.ON Drive Infrastructure UK with track record of delivering on time in fast-paced environments while maintaining stakeholder alignment and data-driven decision support. Immediately available for remote PMO engagements requiring utilities sector knowledge.

UTILITIES SECTOR EXPERIENCE

Deployment Coordinator & Commercial Assistant

E.ON Drive Infrastructure (UK & Italy) | Energy Sector | Remote | 06/2024 - Present

Commercial Support & Contract Management:

- Standardize and verify Italian commercial contracts in Sitetracker, tracking payment dates, expiry dates, and financial splits to ensure data accuracy and compliance
- Successfully track and manage completed payments in Sitetracker, providing commercial support to senior stakeholders
- Establish and maintain project documentation standards, ensuring accessibility and operational efficiency

Deployment Support & Project Tracking:

- Support EV charging infrastructure deployment projects using Sitetracker, ensuring accurate tracking and cross-functional visibility across Engineering, Deployment, Procurement, and Finance teams
- Track project milestones and coordinate with stakeholders to maintain project alignment and resolve blockers
- Oversee invoice and PO workflows in Business Central, resolving discrepancies and improving process transparency across Procurement and Finance
- Support end-to-end grid connection applications and approvals, coordinating between DNOs (Distribution Network Operators) and internal governance teams

PMO Reporting & Analytics:

- Design and deliver executive dashboards using Power BI and Databricks for project status reporting, opportunity tracking, and performance metrics
- Create geospatial mapping solutions with semantic models to enable dynamic regional filtering, performance scoring, and data-driven location strategy
- Develop automated reporting systems that provide real-time visibility into project health and resource allocation

Project Coordinator (Business Intelligence & Reporting)

SWARCO UK Ltd. Smart Charging | Energy Sector | Remote | 10/2022 - 07/2023

PMO & Project Portfolio Management:

- Coordinated creation of project tracking and evaluation systems for site assessment, ensuring only viable projects received funding approval
- Defined project milestones, reporting cadences, and delivery timelines with stakeholders, ensuring cross-team alignment
- Coordinated cross-functional planning and review cycles, aligning business intelligence outputs with operational and financial goals

PMO Reporting & Business Intelligence:

- Delivered financial and asset reporting projects for Operations and Finance leadership, translating business requirements into automated PMO solutions
- Built Power BI dashboards and Power Query workflows providing real-time visibility into KPIs, project timelines, risks, and cost drivers
- Validated and analyzed financial data, surfacing actionable insights that informed leadership decisions on resource allocation and strategic priorities
- Established reporting frameworks that improved project visibility and decision-making speed

Network Support / Data Coordinator

SWARCO UK Ltd. Smart Charging | Energy Sector | Remote | 03/2020 - 10/2022

PMO Foundation & Department Setup:

- Supported establishment of EV Investment Department, building back-office PMO infrastructure from the ground up
- Established foundational processes, systems, and documentation standards ensuring scalability

Project Analysis & Investment Support:

- Conducted site evaluations for EV charger deployment, assessing technical feasibility, market viability, and investment potential
- Presented data-driven investment analysis to the Board, informing strategic decisions on market entry and resource allocation
- Automated manual data extraction and reporting processes, reducing administrative overhead and improving accuracy
- Designed and delivered training programs for operational staff, ensuring effective adoption of new tools and systems

Project Coordinator & Virtual Assistant

Virtual Jola | London | 01/2018 - 03/2020

Project Coordination Across Multiple Sectors:

- Provided project coordination and executive support to CEOs and small business owners across multiple industries, managing complex workflows and stakeholder communications
- Designed custom workflows and process improvements tailored to client needs, enhancing operational efficiency

Water Sector Experience - Project Administrator:

- WCS Group (Water Utilities): Tracked engineer visits, managed back-office enquiries, and coordinated project administration for water infrastructure projects
- Maintained project documentation and compliance tracking across field operations

Multi-Client Project Management:

- Managed executive schedules, coordinated meetings, and tracked project milestones across multiple concurrent client engagements
- Recorded meeting minutes, distributed action items, and liaised with stakeholders to streamline project execution

KEY PMO ACHIEVEMENTS

- Coordinated 50+ concurrent deployment projects with cross-team alignment in utilities sector (E.ON Drive Infrastructure UK)
- Built geospatial Power BI dashboards with Databricks integration, enabling data-driven location strategy and resource optimization for energy infrastructure (E.ON Drive Infrastructure Italy)
- Established foundational PMO processes for new departments, ensuring scalable systems from day one
- Automated repetitive data workflows, significantly reducing manual effort and improving reporting accuracy
- Designed and implemented structured file and data systems that improved team access, compliance, and cross-department collaboration

TECHNICAL SKILLS

PMO & Project Management: Sitetracker • AgilePM (Certified) • Project Portfolio Management • Project Controls • Milestone Tracking • Risk Management • Stakeholder Management • Cross-functional Coordination • Process Optimization • Documentation & Compliance

Business Intelligence & Reporting: Power BI (PL-300 Certified) • Databricks • Power Query • DAX • SQL (MySQL, SQL Server) • Python • ETL • Tableau • Power Automate • Business Central

Tools & Platforms: SharePoint • Microsoft 365 • Excel • Slack • Microsoft Teams • Google Workspace

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

AgilePM® v3 Foundation

APMG International, 2025 – Practitioner exam preparation underway

PL-300 PowerBI Data Analyst Associate

Microsoft Certified, 2022

Generative AI Mastermind

Outskill, 2025

Professional & Technical Training:

- 15 Days of SQL: The Complete SQL Masterclass 2024 (Udemy, Nikolai Schuler)
- SQL - MySQL for Data Analytics and Business Intelligence (Udemy, 365 Careers)

- Mastering SQL Server 2016 Integration Services SSIS - Part 1 (Udemy)
- Business Analysis Fundamentals - IIBA Endorsed (Udemy, The BA Guide)

EDUCATION

Diploma in Business and Service Industry Management

WSHiG, Poznań, Poland | 09/2000 - 05/2003

CORE STRENGTHS

PMO-Focused & Utilities-Experienced

Demonstrated ability to hit the ground running in fast-paced utilities environments. Strong track record of bridging technical and non-technical teams in energy and water infrastructure projects. Known for being detail-oriented, adaptable, and efficient—delivering PMO outcomes with clarity and precision. Passionate about solving complex operational problems and building systems that scale.

See full portfolio at www.jolaandco.com