

# 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](http://www.jolaandco.com)*