

Sarah Collins

Project Manager Resume

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Personal profile

A multi-skilled professional with a superb track record of managing complex functional projects in various environments. Able to manage stakeholder expectations and willing to take full responsibility for the delivering of project objectives. Sarah is an easy going individual who enjoys challenging and diverse roles and is confident working with technical experts from any industry.

Presently looking to join a company that rewards effort and initiative, whilst at the same time providing plenty of progression and development opportunities to its employees.

Academic qualifications

BA (Hons) Project Management
PRNCE 2

A' Levels: Maths (C) English (A) Physics (A)

Areas of expertise

Management knowledge	Financial management
Planning & organising	Business planning
Progress reports	Risk management

Work experience

PROJECT MANAGER

Construction Company *May 2010 - Present*

Responsible for delivering projects against agreed scope, budget, schedule & customer expectations. Doing this whilst supervising, directing & motivating teams of multi-discipline contractors & employees.

Duties:

- Monitoring project risks and scope creep to identify potential problems and proactively identifying solutions to address them in advance.
- Escalating promptly any issues that may impact operations.
- Producing stage plans, highlight reports, risk logs, requests for change etc
- Providing strategic direction during the implementation stages.
- Managing client expectations by ensuring the delivery of the highest quality service
- Acting on client feedback.
- Monitoring staff & team performance.

EXPERIENCE & KEY COMPETENCIES

Project Management skills

- Commercial awareness & business acumen.
- Experience of working in a multi vendor environments.
- Good conflict management and prioritisation skills.
- Manage technical process and resolve technical issues.
- Can understand and document project requirements and dependencies.
- Excellent documentation & report writing skills.
- Experience of managing change within CRM, Marketing and Finance systems.
- Demonstrated ability to work with and support cross-functional project teams.
- Ability to manage multiple projects simultaneously and under pressure.
- Strong attention to detail and focus on task completion.
- Internal and External Stakeholder Management.

Personal attributes

- Team leader capable of motivating staff.
- Ability to get on with all levels of people and possess strong relationship building skills.
- Superb communication skills and able to articulate technical jargon to a non technical audience.
- Ability to gain results through others.
- Knowledge of project management methods.
- Able to continuously meet targets and surpass expectations.
- Articulate and well presented.
- Having the necessary drive and enthusiasm required for a tough competitive industry.

References

Available on request.

Personal

Driving license:	Yes
Nationality:	British
Languages:	German, French