

Name

Address

Phone Number

Email

Professional Profile

I am a project management professional with over eight years' experience in the building and construction industry. My strong communication skills coupled with my ability to lead through adversity have seen me complete countless projects on time and within budget.

Key Skills and Abilities

- Leadership and mentoring of project teams
- Detailed understanding and experience of budgeting, procurement, financial control and reporting of significant capital projects
- Delivery of complex projects within time, cost and scope
- Developing strong client and industry relationships
- Risk management

Employment History**June 2010 – present:****Senior Project Manager, Consult Construction****Location****Responsibilities:**

- Managing complex projects from start to finish
- Planning, managing and delivering multiple projects
- Maintaining key client relationships
- Supporting and mentoring junior staff
- Utilizing negotiation skills and employing decision-making under pressure
- Drafting proposals for new projects
- Strategically managing risk

Achievements:

- Bringing in 24 new clients to the business
- Successfully minimizing risk by 30% on all projects

May 2008 – October 2010:**Project Manager, Uprise****Location****Responsibilities:**

- Managed systems, processes and people
- Managed capital systems in accordance with excellent project management practices
- Met all OH&S requirements
- Managed risk
- Achieved corporate and business objectives

Achievements:

- Completed projects within predetermined scope
- Established and maintained strong client relationships

October 2006 – January 2008:**Construction Engineer, Strike Construction****Location****Responsibilities:**

- Investigated sites and provided basic estimates
- Provided engineering and technical support through critical examination
- Undertook review of project quality plans
- Advised on method statements and suggested necessary improvements
- Identified risk issues

Achievements:

- Maintained a high level of quality projects
- Minimized worksite risk and obtained a high level of safety on all projects

Technical Skills

- MS Project Management – advanced
- Microsoft Office – advanced
- Proficient on both Mac and PC
- RMS/RTA experience

Education**Date of Graduation****School****Location****Type of Degree**