

FULL NAME

Senior Project Manager | PMP® · PRINCE2® Practitioner | [City, Country]

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PROFESSIONAL SUMMARY

Results-driven Senior Project Manager with 10+ years of experience leading cross-functional teams and delivering complex, high-value projects across [industry sectors] on time and within budget. Proven track record of managing project portfolios valued at up to £[X]m, implementing PMO frameworks, and driving organisational change. Skilled in Agile, Waterfall, and hybrid delivery methodologies. Adept at stakeholder engagement at C-suite level, risk mitigation, and embedding continuous improvement cultures. Seeking to leverage deep expertise in [target area] to deliver strategic value at [Target Company/Role type].

CORE COMPETENCIES

- ▶ Project Lifecycle Management (initiation–closure)
- ▶ Stakeholder Engagement & Communication
- ▶ Agile / Scrum / Kanban / SAFe Frameworks
- ▶ Risk & Issue Management
- ▶ PRINCE2® & PMI/PMP® Methodologies
- ▶ Budget Management & Financial Reporting
- ▶ PMO Setup & Governance
- ▶ Change Management & Benefits Realisation
- ▶ Resource Planning & Team Leadership
- ▶ Vendor & Contract Management
- ▶ Programme & Portfolio Management
- ▶ MS Project, Jira, Smartsheet, Confluence

PROFESSIONAL EXPERIENCE

Senior Project Manager | **Company Name Ltd** · London, UK

Month Year – Present

Key Responsibilities:

- ▶ Lead end-to-end delivery of [X] concurrent projects with a combined budget of £[X]m, spanning [departments/geographies].
- ▶ Manage a cross-functional team of [X] direct and indirect reports, providing mentoring and performance oversight.
- ▶ Govern project governance processes including milestone tracking, RAID logs, status reporting, and change control.
- ▶ Coordinate with C-suite and senior stakeholders to align project objectives with strategic business goals.
- ▶ Oversee vendor relationships and procurement activities, ensuring SLAs and contractual obligations are met.

Key Achievements:

- ▶ Delivered [specific project] [X]% under budget and [X] weeks ahead of schedule, saving £[X]k.
- ▶ Implemented a new PMO framework that reduced project delivery time by [X]% across the portfolio.
- ▶ Led a cross-border digital transformation programme impacting [X,000] users with zero critical incidents at go-live.
- ▶ Achieved [X]% stakeholder satisfaction score across [X] project governance reviews.

Project Manager | **Previous Company Name** · City, UK

Month Year – Month Year

Key Responsibilities:

- ▶ Managed full project lifecycle for [type] projects from scoping and business case through to post-implementation review.
- ▶ Facilitated Agile ceremonies (sprint planning, retrospectives, stand-ups) for a team of [X] engineers and analysts.
- ▶ Produced and maintained project plans, RAID logs, and executive dashboards for senior leadership.
- ▶ Coordinated UAT cycles and release management activities with QA and business teams.

Key Achievements:

- ▶ Delivered [X] simultaneous projects totalling £[X]m with a [X]% on-time delivery rate.
- ▶ Reduced defect leakage to production by [X]% through introducing a structured QA gate process.
- ▶ Recognised with [award/commendation] for [specific achievement].

Assistant Project Manager / Project Coordinator | Earlier Company Name · City, UK

Month Year – Month Year

Key Responsibilities:

- Supported senior PMs in planning, scheduling, and coordination of [type] projects.
- Maintained project documentation including PIDs, project plans, action logs, and lessons-learned registers.
- Arranged and minuted project steering committee and workstream meetings.

Key Achievements:

- Promoted to Project Manager within [X] months, ahead of standard progression timeline.
- Contributed to successful delivery of [project name], which [business outcome].

EDUCATION

BSc (Hons) [Subject] – 2:1 or First Class

University Name | Year of Graduation

A-Levels / Equivalent Qualifications

School / College Name | Year

PROFESSIONAL CERTIFICATIONS & TRAINING

Certification / Training	Issuing Body	Year
Project Management Professional (PMP®)	PMI	20XX
PRINCE2® Practitioner	AXELOS / PeopleCert	20XX
PRINCE2 Agile® Practitioner	AXELOS / PeopleCert	20XX
Certified Scrum Master (CSM)	Scrum Alliance	20XX
Agile Project Management (AgilePM®)	APMG / DSDM	20XX
APM Project Management Qualification (PMQ)	APM	20XX
Change Management Practitioner (APMG)	APMG	20XX
Microsoft Project – Advanced	Microsoft / [Training Provider]	20XX

KEY PROJECTS

[Project Name] – [Organisation]

Budget: £[X]m | Duration: [X] months | Team: [X] people | Methodology: Agile / PRINCE2

Brief description of the project, its strategic purpose, your specific role, and the outcome. Focus on quantifiable results such as cost saved, efficiency gained, user adoption, or risk avoided.

[Project Name] – [Organisation]

Budget: £[X]m | Duration: [X] months | Team: [X] people | Methodology: Waterfall

Brief description of the project, its strategic purpose, your specific role, and the outcome. Include stakeholder landscape complexity, technical scope, and any notable challenges overcome.

[Project Name] – [Organisation]

Budget: £[X]m | Duration: [X] months | Team: [X] people | Methodology: Hybrid

Brief description of the project, its strategic purpose, your specific role, and the outcome. Highlight any innovation, digital transformation, or regulatory compliance elements.

TECHNICAL SKILLS & TOOLS

PM Tools	MS Project, Jira, Confluence, Smartsheet, Asana, Monday.com, Trello
Agile Tools	Jira (Scrum/Kanban boards), Azure DevOps, VersionOne
Reporting	Power BI, Excel (Advanced), SharePoint, Tableau
Communication	MS Teams, Slack, Zoom, Miro, Mural
Documentation	MS Office Suite (Word, PowerPoint, Visio), Google Workspace
Finance	SAP, Oracle, Cognos (budget tracking & reporting)

PROFESSIONAL MEMBERSHIPS & AFFILIATIONS

- ▶ Member, Association for Project Management (APM) – MAPM
- ▶ Member, Project Management Institute (PMI)
- ▶ [Other relevant membership, e.g. BCS, CIPS, IET]

ADDITIONAL INFORMATION

Languages: English (Native) | [Other Language] ([Level – e.g. Business Proficient])

Availability: [Immediate / [X] weeks' notice]

Right to Work: Full right to work in [UK/EU/other] – [No sponsorship required / Open to relocation]

Interests: [E.g. Mentoring junior PMs, marathon running, public speaking, technology innovation]

REFERENCES

References available upon request.