FULL NAME

PMO Support Analyst | [City, Country]

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PROFESSIONAL SUMMARY

Organised and detail-oriented PMO Support professional with [X] years of experience providing administrative, analytical, and coordination support to project management offices across [industry/sector]. Skilled in maintaining governance frameworks, producing management information (MI) reports, managing RAID logs, and supporting project managers with scheduling, resource tracking, and documentation. Comfortable working in fast-paced environments with multiple stakeholders and competing priorities. Proficient in [MS Project / Jira / Smartsheet / SharePoint] and committed to enabling project delivery excellence through rigorous PMO support.

CORE COMPETENCIES

- ▸ RAID Log Management (Risks, Assumptions, Issues, Dependencies)
- ▸ MI Reporting & Dashboard Production
- ▸ Project Scheduling & Plan Maintenance
- ▸ Document & Version Control
- ▸ Resource & Capacity Tracking
- ▸ Meeting Facilitation & Minute Taking
- ▸ PMO Governance & Assurance Support
- ▸ Stakeholder Communication & Coordination
- ▸ Change Request & Change Log Administration
- ▸ Budget Tracking & Financial Monitoring
- ▸ Status Reporting & Project Highlight Reports
- ▸ Onboarding & PMO Framework Support

PROFESSIONAL EXPERIENCE

PMO Support Analyst | Company Name Ltd · London, UK

Month Year – Present

Key Responsibilities:

- ▸ Provide day-to-day PMO support to a portfolio of [X] active projects with a combined value of £[X]m, reporting to the Head of PMO.
- ▸ Maintain and update RAID logs across all projects, escalating risks and issues to Project Managers in a timely manner.
- ▸ Produce weekly and monthly highlight reports, dashboards, and MI packs for senior leadership and steering committees.
- ▸ Coordinate project governance meetings including scheduling, agenda preparation, minute taking, and action tracking.
- ▸ Administer the project document library on SharePoint, ensuring version control and compliance with documentation standards.
- ▸ Support resource management activities by tracking team allocations, identifying capacity gaps, and liaising with workstream leads.
- ▸ Assist Project Managers in maintaining project plans (MS Project / Smartsheet), updating milestones and tracking schedule variances.
- ▸ Process and log change requests, supporting the Change Control Board with impact assessments and change register updates.
- ▸ Onboard new project team members by providing PMO induction, tool access, and guidance on governance processes.

Key Achievements:

- ▸ Consolidated reporting across [X] projects into a single executive dashboard, reducing reporting preparation time by [X]%.
- ▸ Identified [X] unlogged risks during a RAID log audit, enabling proactive mitigation and preventing potential project delays.
- ▸ Received [award/commendation/positive feedback] for quality and timeliness of MI reporting during [specific programme].
- ▸ Standardised project documentation templates across the PMO, improving consistency and reducing onboarding time by [X]%.

Project Coordinator / PMO Administrator | **Previous Company Name** · City, UK
Month Year – Month Year

Key Responsibilities:
- Supported [X] Project Managers across [X] concurrent projects within a [sector] environment.
- Maintained project registers, action logs, and status trackers, providing accurate and timely updates to the PMO Manager.
- Organised and minuted project board, steering committee, and workstream meetings; distributed actions and tracked completion.
- Prepared project initiation documentation (PIDs), project plans, lessons-learned logs, and post-implementation review reports.
- Managed the PMO SharePoint site and ensured all project artefacts were stored and version-controlled in accordance with policy.
- Liaised with finance teams to track project budgets, reconcile spend against forecasts, and flag variances to Project Managers.

Key Achievements:
- Improved on-time submission of project highlight reports from [X]% to [X]% through introducing a structured reporting calendar.
- Supported delivery of [project name], which [business outcome], contributing to [specific result].
- Commended by the PMO Manager for accuracy and reliability of RAID log maintenance across [X] active projects.

Project / Business Administrator | **Earlier Company Name** · City, UK
Month Year – Month Year

Key Responsibilities:
- Provided general administrative and coordination support to a busy project team within a [sector/function] environment.
- Managed project correspondence, filing, and document control; handled stakeholder queries and escalated where appropriate.
- Scheduled meetings, produced agendas, and distributed minutes to project team members and stakeholders.
- Assisted with data entry, report formatting, and preparation of project-related presentations and briefing materials.

Key Achievements:
- Progressed from Business Administrator to Project Coordinator within [X] months, reflecting strong performance and project acumen.
- Supported [project/initiative] that [business outcome].

EDUCATION

BSc (Hons) / HND / A-Levels / [Highest Qualification]
Institution Name | Year of Completion | Grade / Classification

PROFESSIONAL CERTIFICATIONS & TRAINING
- PRINCE2® Foundation — AXELOS / PeopleCert (20XX)
- PRINCE2® Practitioner (in progress / aspirational) — AXELOS / PeopleCert (20XX)
- APM Project Fundamentals Qualification (PFQ) — APM (20XX)
- AgilePM® Foundation — APMG / DSDM (20XX)
- Certified Associate in Project Management (CAPM) — PMI (20XX)
- Change Management Foundation — APMG (20XX)
- Microsoft Project – Intermediate — [Training Provider] (20XX)
- Smartsheet Core Product Certification — Smartsheet (20XX)

TECHNICAL SKILLS & TOOLS

PMO & Project Management Tools
- MS Project, Smartsheet, Jira, Asana, Trello, Monday.com

Reporting & Management Information
- Microsoft Excel (Pivot Tables, VLOOKUP, Charts), Power BI, SharePoint dashboards

Collaboration & Communication
- ▸ Microsoft Teams, SharePoint, Confluence, Slack, Zoom, Miro

Documentation
- ▸ MS Word, PowerPoint, Visio, Google Workspace

Finance & Budget Tracking
- ▸ Excel-based budget trackers, SAP (basic), Oracle (basic)

KEY PMO ACTIVITIES & EXPERIENCE

The following highlights the breadth of PMO support activities carried out across roles:

Governance & Reporting
- ▸ RAID log maintenance — weekly updates, risk scoring, escalation tracking
- ▸ Highlight and status reporting — weekly MI packs and PowerPoint decks for steering boards
- ▸ PMO governance support — stage gate reviews, assurance checklists, audit readiness

Planning & Scheduling
- ▸ Gantt and schedule maintenance using MS Project and Smartsheet — milestone and dependency tracking
- ▸ Change control administration — change request logging, CCB support, change register upkeep

Resource & Financial Management
- ▸ Resource tracking — utilisation spreadsheets and timesheet reconciliation
- ▸ Budget and cost tracking — Excel-based actuals vs forecast, variance analysis

Documentation & Coordination
- ▸ Document control — SharePoint libraries, version control, naming conventions
- ▸ Meeting management — agenda preparation, minute taking, action log tracking
- ▸ Lessons learned — facilitation support, register maintenance, PIR support
- ▸ Stakeholder coordination — distribution lists, comms tracking, escalation support

PROFESSIONAL MEMBERSHIPS & DEVELOPMENT

- ▸ Student / Affiliate Member, Association for Project Management (APM)
- ▸ Member, Project Management Institute (PMI)
- ▸ Actively pursuing PRINCE2® Practitioner / APM PMQ / PMP® certification
- ▸ [Other relevant membership or CPD activity]

ADDITIONAL INFORMATION

Languages: English (Native) | [Other Language] ([Level])

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

Right to Work: Full right to work in [UK/EU/other]

Interests: [E.g. Process improvement, data analysis, continuous professional development, [hobby]]

REFERENCES

References available upon request.