



## INTRODUCTORY PROFILE

Quality-centric and Master's-qualified project management and administration professional with 17 years working experience and extensive success ensuring timely, quality, and cost-effective deliverables in line with budget.

Recognised for 4.5 years experience in project management, change and progress monitoring while defining, re-defining and delivering operational processes in alignment with PRINCE2 methodologies. Knowledge and experience working with Software Development Life Cycle. Advocate for business transformation in change-averse settings via promotion of Lean, Six Sigma methodologies and Kaizen.



## CORE COMPETENCIES

### Project/ Change Management:

- Project Set up and Initiation
- Discovery and Implementation
- Risk and Issue Management
- Resource Management
- Stakeholder Engagement
- Benefits Realization

### IT Project Lifecycle:

- Agile/Waterfall Methodologies
- Requirements Analysis
- Software Design and Development
- Project Scheduling
- Testing/QA
- Transition Planning/ Readiness

### Leadership:

- Cross-Functional collaboration
- Supplier Management
- Communication
- Presentations
- Effective Reporting
- Stakeholder Management



## SKILLS SUMMARY

- I have diligent, hard-working and pro-active approach to work, with experience of supporting complex transformational change projects.
- Strategy focused - support planning and implementation of multimillion-pound projects aligning strategic business aims with technology solutions to drive process improvements.
- Excellent communicator - communicate effectively with key stakeholders and their respective teams, tailoring approaches dependent on audience.
- Project professional - confident with Agile and Waterfall project management methodologies. Experienced in working with project teams, controls and processes to support successful delivery.



## IT SKILLS

- MS Office (Word, Outlook, PowerPoint, Excel)
- MS Project, Viso, Monday.com
- JIRA/Confluence,
- SharePoint, MS Teams, Zoom
- Miro, Trello, Kanban Boards
- Proofhub, Github, Zenhub



## CAREER SUMMARY

### MICROBIT, REMOTE, UK

- [PROJECT COORDINATOR](#), 11.2023 - 01.2024 FIXED TERM CONTRACT

Coordination and delivery of projects with the Education and Technology Teams within the Foundation.

Supported coordination of delivery of the Project with the Microsoft (MakeCode)

Key achievements:

- Managing the holistic delivery of education products, built by engineering team such as: Python editor ([python.microbit.org](https://python.microbit.org)) the micro:bit website at [microbit.org](https://microbit.org) and the micro:bit classroom tool, [classroom.microbit.org](https://classroom.microbit.org).
- Responsible for ensuring education and technical objectives and deliverables are met and managed in harmony, ensuring the best experience for our audience.
- Make sure all aspects of the projects are organised and deliverables are met. The tasks include preparing project plans, monitoring and reporting on these plans, maintaining appropriate databases and records, supporting project meeting and workshops.

## UNIVERSITY OF NORTHAMPTON, REMOTE, UK

### ● PROGRAMME COORDINATOR, 06.2021 - 04.2023

The Programme is expected to deliver a new software (SITS), which integrate with various applications and systems, support various business functions and will be optimised for multiple devices e.g. tablets, laptops, phones.

Support business workstreams across a multi-phase Programme to replace the line-of-business student information system (on premise QL to cloud hosted SITS), rolled out to 12,000+ students and 2,000+ staff. Support cross-functional teams of up to 16 SME's, analysts, developers and PMO/ change support throughout the implementation lifecycle.

Coordination of business workstreams through business design, development and roll out of business critical functionality. Focused project teams on key business objectives, continually tracking progress to ensure project milestones aligned to the small windows of release opportunity.

#### Key Contributions:

- Assisting Project and Programme Manager with the implementation of work-stream developments, fixes and enhancements of SITS e:Vision, configuration as part of the Project Team - we have successfully delivered to the business Admissions office and many improvements to a range of work-streams on time and within budget.
- Taking part in Programme Board meetings to support Project Sponsors.
- Update and produce relevant project documentation such as PIDs, Business Cases, Delivery Plans, Communication Plan, Road map, RAID Logs, Decision Logs, Resource allocation tools, Lessons Learned, Delivery process maps, Value stream map.
- Facilitated workshops with the Stakeholders, Business Analysts, SMEs, and project teams to develop project plans.
- Worked with the Project Managers to define the scope of the project ensuring that the background, objectives, scope, constraint, assumptions, risks, and deliverables identified for the project was clearly captured and secured sign off from the Project Sponsor.
- Organised requirements workshop alongside the Business Analyst to gather requirements from stakeholders. Prioritised the requirements gathered, using the MoSCoW technique.
- Take the lead on coordinating timings of project strand activities, Project Team meetings, project workshops; liaise with attendees and be responsible for managing meeting requirements, capture actions and track the progress.
- Prepare meeting agendas, reports, and take the lead on circulating materials as required; to compile Highlight Report, Weekly checkpoint reports, Decision Report, Delivery timeline for Projects as high quality produced papers for circulation for Project Board meetings.
- Analysing Acceptance Criteria against Business Requirements and templates delivered by supplier. Prioritise deliverable within the projects plans; and working on several projects in parallel.
- Plan and schedule project timeline and create accordingly resource allocation tool.
- Ensure Project Management Quality processes, according to PRINCE2 methodology, are in place.
- To coordinate the consultation process with internal and external stakeholders including the key supplier, to ensure an accurate and secure audit trail of documents and key decisions made.
- To capture, monitor and analyse project progression; to produce reports and other documentation in relation to both the administrative and project functions for the Programme Manager.
- Organised RAID log workshops with the stakeholders to ascertain the risks surrounding projects and ensured RAID logs were kept up to date. Propose mitigation plan.
- Coordinate dependencies within the project and interdependencies between the projects and critical milestones.

## LIFTING SYSTEMS, NORTHAMPTON, UK

### ● PROJECT COORDINATOR, 03.2019 - 10.2020

Spearhead full lifecycle of projects for company specialising in erection, installation and testing of overhead cranes and steelwork structures. Design and manufacturer gantry structures for 100 ton capacity cranes. Team size - routinely 2 engineers per project, plus lorry driver. Creation of project plans using MS Office and Tom's planner, organise schedules, implement changes, negotiate contracts with suppliers and manage safe operation of engineering equipment. Prepare work packages and documentation, including risk assessment statements (RAMS), test / commissioning procedures, COSHH, and equipment certificates as well as progress reports and Life Time Quality Records (LTQR). Enforce technical drawings, engineering specifications and schedules throughout installations. Manage presentations, communications and accommodation for Engineers. Ensure all projects are run according to Health & Safety government regulations.

#### Key achievements:

- Drove timely, quality and cost-effective completion of installation projects – ensuring compliance with policies, procedures and regulations.
- Value for money - establish mechanisms to judge whether the project is (and remains) desirable, viable and achievable.
- Boosted client satisfaction through quality and timely deliverables, maintaining high levels of communication and multidisciplinary collaboration.

## NORTHAMPTONSHIRE COUNTY COUNCIL, NORTHAMPTON, UK

### ● EDUCATION HEALTH AND CARE ADMINISTRATOR, 05.2018 - 03.2019

Supported diverse user 4 groups, divided by area (around 6 people in each team) in education, health and care platforms – ensuring customised servicing, proper tracking of cases and top confidentiality. Provided coordination, analysis and overall management of communications processes and systems. Coordinated process of EHC plans to integrate provision across service.

Key achievements:

- Optimised service standards, satisfaction and loyalty by collaborating in panels and review groups.
- Maintained meticulous attention-to-detail to ensure data collection, analysis and reporting integrity.
- Continuously delivered impressive customer satisfaction rates via customised services.

## BETTY M, REMOTE JOB

### ● CONSULTANT, 04.2018 - 09.2018

Provided expert consulting in business planning, development and coordination of full project lifecycles in alignment with organisational objectives.

Key Contributions:

- Elevated brand impact, awareness and presentation with creation of newsletter, social media marketing strategies / content, and website.

## CLIPPER LOGISTICS PLC, NORTHAMPTON, UK

### ● PROJECT COORDINATOR, 06.2017 - 05.2018

Performed customer needs assessment for logistics company, specialising in fleet, distribution, systems and personnel management. Generated financial and operational reports (expenses / revenues), labour plans and sales forecasts.

Key Contributions:

- Oversaw timely and quality project deliverables via strategic planning, implementation, tracking and measurement.
- Facilitated data collection, tracking, analysis and reporting through database development.
- Recommended cost saving strategies based on analysis of personnel and operational performance. Successful project could increase monthly income to around £3.500,00 in 1 month. Reducing resource requirements brought labour cost savings.

## CLIPPER LOGISTICS PLC, NORTHAMPTON, UK

### ● STOCK CONTROL TEAM LEADER, 05.2015 - 06.2017

Oversaw inventory audits and stock management functions, maintaining internal reports and establishing robust controls to minimise discrepancies. Coordinated inventory tracking team committed to accuracy.

Key achievements:

- Introduced saving strategy in 1 month by reducing resource requirements for 50%, while delivering products directly to specific locations.
- Expedited and enhanced stock control 30% with introduction of new processes.
- Managing a team of Inventory Counters.



## EDUCATION

### Agile and Scrum Fundamentals

IBM Course (2023)

- Learned how a scrum team functions. Learned how to write good user stories and track your team's progress using a kanban board. Create and refine a product backlog collaboratively with the team and the customer, in a flexible and blameless culture.
- Learned how to plan and execute sprints with development team, measuring success with actionable metrics.

### JIRA

Agile Project Management Course (2021)

- Understanding of Agile terminology and concepts.
- Understanding the key differences between JIRA Scrum and Kanban boards.
- Knowledge how to configure and customize board components, columns & layouts to help your team visualize work in progress.

### PRINCE2 (Projects in Controlled Environments)

Foundation & Practitioner (2020)

- Gained skills and knowledge for effective project management all types of project.
- Ability to apply knowledge into business operation and use of Prince2 activities and techniques into projects.

## NVQ Level 2

Business Improvement Techniques (Process Improvement) in the Science, Engineering, Manufacturing Technologies (2017-2019)  
Level II in Lean Organisation Management Techniques (2019)

- Gained skills needed to apply workplace organisation and continuous improvement techniques (including Kaizen).
- Studied application of Lean methodologies (including Six Sigma) to business-critical projects.
- Development of visual management systems.

## UNIVERSITY OF LODZ, POLAND

Lodz, Poland, (2010 – 2012)

Master Degree in International Relations, Marketing

- Developed ability to design, implement and control business strategies while scrutinising commercial activity and communications.
- Enhanced awareness of global marketing, data analysis, consumer buying behaviour and business planning and strategy.

## JAN KOCHANOWSKI UNIVERSITY, POLAND

Piotrkow Trybunski, Poland, (2006 – 2009)

Bachelor Degree / Specialization: International Safety