

Professional Summary

IT professional with 10 years of experience in project management and programme delivery.

Utilising my in-depth knowledge of IT projects, I have successfully managed and delivered numerous submissions, ensuring that all projects are completed on time and within budget, while also saving my clients money.

Information technology houses.

programmes and regulatory development and delivery, but also

Core Skills

- Project Management
- Training and Development
- Procurement
- Digital Marketing
- IT Strategy
- IT Governance
- Risk Management
- Leadership

Management Policies
e
ng
egotiation
continuity
esign/Transition

Career History

2014 - 2016

Outline

Directed BAU support

ly operational and

Key Responsibilities

-
-
-
-

ware suppliers to
esting,
provements to
3rd party

Key Achievements

-

ng department into
ardised reference
on irrelevant content.
are release cycle
resulting in 50%
more auditing, system
g which reduced the

2017

Company

IT

U

for the suite of services

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Key Responsibilities

- Ensured the system was used to its full potential
- Prepared and presented reports to the management

Key Achievements

- Reduced the number of errors by 50%
- Improved the efficiency of the system and the quality of the data
- Improved the accuracy of the data utilised in the system
- Project managed the replacement of the system
- Set-up the new system

2010 – 2013

Outline

Holistic planning and implementation of the submission and the electronic submission

Key Responsibilities

- Lead the submission process
- Attend the submission process
- Oversee the submission process and internal committee.

Key Achievements

- Led the submission process in concert with all 28 EU member states for approval.

2008 – 2010

2007 – 2010

1998 – 2010

Education

-
-
-
-

IT/Tools

- Word
- Spreadsheet
- User Interface
- Spreadsheet
- CRM
- Biztalk

References

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