**Candidate's Name**

Personal Information

**Nationality :**

**Marital Status :**

**Date of Birth :**

Professional Experience (Summary)

|  |  |  |
| --- | --- | --- |
|  |  | **ABC Company Ltd** |
| Nov 1996 | Present | Role |
| 1992 | 1996 | Role |
| 1990 | 1992 | Analyst Programmer |
| Mar 1986 | Oct 1986 | Trainee Programmer |

Core Skill Profile

|  |  |
| --- | --- |
| *Project Management / Team Leading* | Responsible for project planning and estimating, scope control, resource management, staff appraisals, budget agreement and tracking, project control and review and issue management. |
| *Client / 3rd Party Relationship Management* | Assist with developing and maintaining relationships with clients across a range of industries at various stages of the pre-sales and development lifecycle. |
| *Budgetary / Financial Management* | Developing and managing budgets, IT spends etc. |
| *Training / Coaching / HR* | Training analysis and co-ordination of project team members and informal on-the job coaching. |
| *Presentation & Communication Skills* | Design and development of formal and informal presentations to clients as part of the pre-sales process and on various aspects of projects from solution overview to approach and design, implementation and delivery. |
| *Business/ Systems Analysis & Design* | Using bespoke methodologies, I have had solid experience of analysing and defining user requirements, functional specification and technical specification, product mapping as well as overall ISO quality assurance. |
| *Business Development / Marketing / Sales* | Managed a Business Development team, breaking into the US market… |
| *Technologies* | Familiarity with:  Visual Basic  Oracle  HTML  Unix  NT |
| *Methodologies* | PRINCE Project Management |
| *Knowledge of other Applications / Software Packages / Internet* | Bespoke software relating to general ledger, sales order processing, warehousing and inventory management, requisitioning and distribution.  MS Project  MS Office Suite of applications  Internet applications or technologies |

Academic and Professional Qualifications

**1987 - 1991 University College Dublin**

BSc. Computer Science (1st Class Hons)

**Further Formalised Training in:**

* Oracle – SQL, PL/SQL
* Project Management
* Introduction to Pathworks
* McCormack & Dodge General Ledger
* Powerbuilder V3
* Effective Communication Skills

Summary of Industry Experience

|  |  |
| --- | --- |
| Software | List systems and business processes with which you would have familiarity |
| Insurance |  |

**Personal Interests**

**Professional Experience (Detailed)**

**Company:**

*Short description of the company, showing size, industry segment, services and/or products they deliver and the geographical areas they cover.*

**Role: General Manager Project: ABC**

|  |  |
| --- | --- |
| Technical Skills / Environment | Management Skills |
|  |  |

Description / Background to Project

Business drivers / goals, number of people, size of budget, reporting to….

Responsibilities

* Project management – variable team size of 7 to 13 resources from (list various team roles from programmers (x 4), DBA (x 1), Technical Architect, Business Analyst, etc…
* Ensuring project was delivered to specification and on schedule…list any issues / risks which would give a view as to how easy / difficult a task this might have been..
* Project Scope Management…….
* Business and Technical Issue and Risk Management
* Product Specification and Selection – explain business driver/ business needs, user requirements specification and prioritisation, product selection process, vendor names and products
* Workload variance analysis in relation to agreed plans and actual development activities/deliverables
* Managing project costs and budgetary control for personnel, hardware and software acquisition Budgetary responsibility – circa 500 K
* Weekly Status Reporting to Operations and Business management
* Ensuring team members were allocated tasks and progressing to schedule
* Relationship management - liaising with external consultancy companies and internal departments
* Overall quality assurance
* List all cross functional responsibilities
* Impact analysis and definition of ???? requirements

Achievements

**Company:**

*Short description of the company, showing size, industry segment, services and/or products they deliver and the geographical areas they cover.*

**Role: Project Leader Project: ABC**

|  |  |
| --- | --- |
| Technical Skills | Management Skills |
|  |  |

Description / Background to Project

Responsibilities

* Project management – variable team size of 7 to 13 resources
* Ensuring project was delivered to specification and on schedule
* Project Scope Management
* Business and Technical Issue and Risk Management
* Workload variance analysis of production support and development activities
* Managing project costs and budgetary control for personnel, hardware and software acquisition
* Weekly Status Reporting to Operations and Business management
* Ensuring team members were allocated tasks and progressing to schedule
* Relationship management - liaising with external consultancy companies and internal departments
* Overall quality assurance
* Impact analysis and definition of Y2K and EMU requirements

Achievements