

Profile

A client facing, integrated project management professional with over 20 years experience, delivering award winning work for blue chip clients in some of London's best creative agencies.

Experienced in all areas of project management providing effective, efficient control of multiple big budget campaigns controlling them from wish to wash-up. I communicate assertively at all levels, will fit right into any busy creative environment and hit the ground running, remaining resilient, collaborative and adaptable.

Key skills

- * Wealth of client facing project management of large scale, print, digital social and TVC campaigns
- * Successfully plan and control departmental campaign schedules and budgets for multiple projects
- * Highly organised and successful interdepartmental facilitator, team leader, mentor and coach
- * Sound written, verbal communication and presentation skills
- * Great knowledge of all common Microsoft Office and Adobe Creative Cloud applications

Employment history

Leo Burnett

40 Chancery Lane
London
WC2A 1JA

Senior Project Manager - fixed term contract

Feb 24 to Jul 24

Helped integrate Vodafone into the agency of the year, following a successful pitch win. Working closely with external Management Consultants, Client Partners and Senior Clients, I helped set-up process and projects for success.

Asked to stay on and manage the delivery of TVC's, social, OOH, retail and display advertising. Creating and communicating complex schedules, successfully handling and fulfilling diverse media plans and managing big budgets across ATL, social and digital channels.

Audio Network

The Johnson Building
77 Hatton Garden
London
EC1N 8JS

Creative Services Manager - fixed term contract

Oct 22 to Oct 23

Working alongside the Global Brand and Marketing Director to forecast, plan and control the successful delivery of multi-media campaigns supporting world-wide music releases for internationally renowned composers, producers and recording artists.

Positively impacting the firms profit through adapting ways of working, highlighting potential efficiencies, improving team morale, asserting influence at planning stages and maintaining a tight grip on project scope.

Sky

Grant Way
Osterley
Middlesex
TW7 5QD

Resource Manager - permanent

Sep 18 to Oct 22

Recruited to take on the Resource Management function within Europe's largest internal creative department. Responsible for developing Junior team members and as a unit ensured the efficient and effective use of all of the creative and production teams.

I built effective relationships with Heads of Business from Sky's marketing team and senior leadership throughout Sky Creative to effectively forecast fluctuating demand on resource. Was also invited to join a specialist working group to devise, develop and implement a bespoke Project and Resource Management tool, again successfully delivering operational efficiencies.

eg+

Bankside 3
90 Southwark Street
London
SE1 0SW

Resource / Project Manager - fixed term contract

Mar 18 to Aug 18

Approached to develop an effective resource management and trafficking process for a busy creative production department. Delivering digital, print and video collateral for Mercedes, Halifax and British Gas amongst other high profile clients. Working with senior management, I reviewed, devised and successfully implemented a bespoke and flexible resource and creative traffic

<p>eg+ Continued</p>	<p>process. Enthusiastically trained Account and Project Directors to champion new ways of working and between us, we improved client trust, satisfaction and revenue.</p>	
<p>Breakthrough Media Elizabeth House 39 York Road London SE1 7NQ</p>	<p>Project Manager - fixed term contract</p>	<p>Feb 17 to Feb 18</p>
<p>Ogilvy Sea Containers Upper Ground London SE1 9RQ</p>	<p>Senior Project Manager - permanent</p>	<p>Jan 14 to Jan 17</p>
<p>Apple (Via Hogarth) 1 Hanover Street London W1S 1YZ</p>	<p>Project Manager - freelance</p>	<p>Jul 13 to Dec 13</p>
<p>Imagination, Lowe, EHS, Draft FCB and more</p>	<p>Project Manager - various</p>	<p>Aug 01 to Feb 12</p>

Education and qualifications

University:	The University of Huddersfield	Sep 95 to May 99
Course:	B.A. Marketing, 2:1 (Honours)	Jun 99
Professional body:	The IDM (Institute of Direct Marketing)	
Course:	Certificate in Direct Marketing	

Out and about

I spend most of my time pretending to be a horse, a tunnel or a trampoline for my two little girls. Granted the privilege of spending quality time with my two teenage daughters (yes, I have four girls), I *love* nothing more than spending hours queuing at cash registers inside Bershka, H&M, Hollister, Kiko, Mango, New Look, Next, Pull&Bear, Sephora, Uniqlo, Urban Outfitters and Zara.

When I do get some timeout, I love listening to, mixing, producing and playing music. I'm a try hard runner, was a fairly competitive cyclist and have raced in a few countries across Europe.

On the odd occasion, I can be found exploring architecture, art galleries and museums in cities around the world and I've even been lucky enough to try and relax on beaches from Margate to the Maldives.