Hammett Frank

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Date of Birth: - 28/03/89 hammett.f@mymail.com

Nationality: - British

**PERSONAL STATEMENT**

My primary objective as Junior Project Manager is to facilitate the completion of a project while ensuring that standards and specifications are met in order to generate maximum investment returns. I will do this by implementing management techniques, appropriate control, risk management strategies, and conflict intervention in collaboration with my superiors and the managerial team. One of my goals includes constant effective communication. My two years of experience has broadened my knowledge of project administration and improved my abilities to adapt with changing circumstances which is inevitable in any project. This being said, I am positive that I will provide a positive contribution to company.

**PERSONAL SKILLS AND COMPETENCES**

Highly experienced in managing and delivering assigned projects

Extensive knowledge of PMO environment, agile development and ITIL frameworks

Good knowledge of software integrations

Skilled in providing excellent client services

Ability to prepare business documentations

Ability to analyze functional and technical aspects of the project

**EMPLOYMENT HISTORY**

Junior Project Manager Intapeople Limited - Banffshire July 2012 - Present

Developed project plan, schedules and budget based on client requirements.

Worked closely with management to approve and baseline project plan.

Identified and managed project risks and dependencies.

Worked with Business Analysts, Developers, Testers and Support team to deliver project on-time.

Informed project status and issues to clients on regular basis.

Informed change requests to project team and ensured it is incorporated in application.

Junior Project Manager CPS Group Limited - Wigtownshire November 2011 - July 2012

Maintained productive working relationships with stakeholders.

Implemented best practices to improve project efficiency and revenue.

Reviewed project documents and ensured they were in compliance with quality standards.

Supervised project team and responded to their queries.

Ensured that project deliverables meet business needs.

Assisted in bid preparations and client negotiation activities.

**EDUCATION AND QUALIFICATIONS**

BEng (Hons) in Computer Engineering

University of Bath - Bath

September 2007 - July 2011

A Levels in Computing, Mathematics, Physics, Chemistry, English Language

West Lothian college - Livingston

October 2005 - July 2007

GCSEs: Maths, Physics, Chemistry, English Language

Sydenham High School GDST - Sydenham

September 2000 - July 2005