

VALERIE

RooCruit

Senior Project Manager

PROFESSIONAL SUMMARY

An experienced Senior Project Manager skilled in agile methodologies with significant exposure to agency and matrix environments. Proven track record of delivering regional and global projects by engaging senior stakeholders, meticulous planning, and ensuring alignment with strategic business goals. Proficient in leading and motivating cross-functional teams to achieve impactful results and operational efficiency.

KEY SKILLS

- Stakeholder Communication & Engagement
- Leadership & Team Development
- Client Relationship Building
- CMS Understanding
- Data-driven Decision Making
- Budgeting & Finance Reconciliation
- Resource Allocation & Management
- Risk Management & Mitigation
- Project Planning & Execution
- Process-Driven Agile Methodologies
- Vendor Management
- Operations Efficiency

PROFESSIONAL EXPERIENCE

Senior Web Success Project Manager / Pod Lead

2021 – Present

Global Marketing & Specialized Agency Services

- Spearheaded a high demand of multi-portfolio projects from initiation through to closure, delivering exceptional service resulting in a service award win.
- Manage project budgeting process, boosting data-driven forecasting accuracy by 20% through monthly finance reconciliation.
- Proactively identified and tracked new demands, resulting in a 30% improvement in pipeline management.

- Maintained a 95% 5-star customer satisfaction rating through meticulous stakeholder management.
- Lead weekly pod team stand-ups to provide guidance and impediment removal, boosting team efficiency by 25%.
- Offered cost-saving solutions to brands, achieving 35-40% savings on desired outcomes.
- Improved work quality and reduced errors by 30% through effective onboarding and training of new staff.

Key Achievement: Successfully promoted to Pod Lead, driving increased team efficiency, customer satisfaction, and significant business cost savings.

Project Manager

2019 – 2021

International Creative Production & Packaging Firm

- Managed artwork-related workflows, ensuring polished visuals and elevating project appeal.
- Provided timely working instructions to internal departments at each milestone, reducing project delays by 15%.
- Ensured all documentation adhered to best-practice approaches, improving quality control and reducing revisions.
- Achieved precise project invoicing, boosting billing accuracy and reducing disputes.
- Increased team transparency and engagement by 20% through regular status updates.

Project Manager

2018 – 2019

Global Manufacturing & Industrial Provider

- Coordinated multiple 3rd Party Sourcing projects, managing supplier relationships and engagement.
- Monitored project progress and communicated updates, increasing project clarity by 20%.
- Facilitated key stakeholder collaborations, accelerating project completion by 15% and enhancing team efficiency.
- Managed day-to-day administrative tasks and prepared executive presentations for the Sourcing Director.

Project Administrator / Office Manager

2017 – 2018

Infrastructure & Engineering Services Company

- Collaborated across internal teams to ensure enhanced tracking of expenditures and budget allocation.
- Streamlined the Traffic Management process, resulting in quicker completion times for data capture.
- Developed KPI reports that facilitated informed decision-making and better resource allocation.
- Implemented standardized templates and review procedures, enhancing data integrity and consistency.
- Managed vendor relationships to ensure timely office supply and operational continuity.

EARLIER CAREER

Junior Digital Project Manager

2016 – 2017

Digital Solutions Agency

Market Research Administrator

2015 – 2017

Market Research Consultancy

Graduate Marketing Assistant (Internships)

2013 – 2015

EDUCATION

BSc HONS (2.1) Management and Marketing | University of Hull

3 A-Level (300 UCAS) | Wyke College

CERTIFICATIONS & AWARDS

- Professional Scrum Master (PSM1)
- Digital Factory Service Award
- Diploma in Project Management
- Software Project Management Foundation