

# VERUSCHKA

# ROOCRUIT

## Project Manager

Pretoria, South Africa

### PROFESSIONAL SUMMARY

Dynamic and results-oriented Project Manager with a passion for leading teams to achieve high-impact outcomes. Known for a strong work ethic, strategic mindset, and the ability to adapt in fast-paced environments. Proven success in building trusted relationships at all organizational levels through clear communication, collaboration, and integrity. Resourceful, resilient, and committed to continuous growth, with a leadership style grounded in mutual respect, accountability, and execution.

### KEY SKILLS

Project Management	Agile Methodologies	Jira & Azure DevOps
E-Commerce Expertise	Risk & Issue Management	Quality Assurance (UAT)
Syspro & Sage	Financial Tracking/Invoicing	Supply Chain Activities
Stakeholder Management		

### PROFESSIONAL EXPERIENCE

#### E-com Project Manager

08/2023 - Present

*International Digital Commerce Agency*

- Managed high-scale website development and maintenance, ensuring timely and budget-compliant delivery.
- Partnered with Solution Leads to analyze business needs and deliver strategic technical solutions.
- Collaborated with cross-functional teams to meet project goals and enhance e-commerce user experiences.
- Led client status and steering committee meetings to provide executive updates and address blockers.
- Oversaw the deployment of deliverables and managed SLAs and monthly retainers.

- Maintained project roadmaps and financial tracking/invoicing for accurate reporting.
- Developed Core Journey and UAT testing plans to ensure rigorous quality assurance.

## **Project Manager**

**07/2022 - 09/2023**

### *Legal Technology Solutions Firm*

- Planned and implemented end-to-end projects, defining tasks, timelines, and resource allocation.
- Tracked deliverables and provided direct leadership to project teams.
- Managed change requests and reported on progress to ensure outputs met business requirements.
- Oversaw second-line support, testing, and quality control procedures.

## **Project Administrator**

**01/2017 - 06/2022**

### *Defense and Aerospace Engineering Company*

- Implemented the Master Production Schedule and maintained ISO9001 quality control standards.
- Controlled the launch of materials into production and expedited delivery to meet project targets.
- Supported capacity planning and optimized production line productivity through schedule management.
- Managed material requirements planning (MRP) and ensured manufactured parts routings were maintained.
- Loaded and released work orders in alignment with project priorities and delivery schedules.

## **Executive Assistant / Materials Controller**

**07/2016 - 12/2016**

### *Robotics and Specialized Equipment Manufacturer*

- Assisted the CEO and influenced the company's transition from a startup to an international supplier.
- Marketed existing and new robotic developments to international markets.
- Established procurement structures, stock management, and logistical procedures for manufacturing.
- Executed payroll and consolidated company finance planning.
- Managed component and system structures for manufacturing documentation.

## **Administrator**

**01/2015 - 03/2016**

### *Supply Chain and Distribution Warehouse*

- Managed client accounts, quotations, invoicing, and statements.
- Provided executive support to the CEO and managed dispute resolution.
- Maintained quality of service and support management for a large client base.

## **EDUCATION**

## **Bachelors of Commerce: Supply Chain Management**

MANCOSA (2019 - 2022)

## **Purchasing and Supply Chain Diploma**

PSM College (2018)

## **National Senior Certificate**

Nelspruit High School (2010)

## **CERTIFICATIONS**

### **ISO 9001:2015 Implementation Course**

TUV Rheinland (2017)

### **Agile Training**

Professional Development (2016)

## **INTERESTS**

Project Management, Logistics, Supply Chain, Cycling, Hiking, Airsoft, Reading.

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