

# Maxine Curry

## Technical Project Manager

### AREAS OF EXPERTISE

*Design management*  
*Technical drawings*  
*Subcontractor management*  
*Integration testing*  
*Resolving problems*  
*Managing conflicts*  
*Delegating*

### PROFESSIONAL

*PRINCE2*  
*MSP qualification*

### PERSONAL SKILLS

*Passionate*  
*Forward thinking*  
*Focused*  
*Hard working*

### CONTACT

*Maxine Curry*  
*Dayjob Ltd*  
*The Big Peg*  
*Birmingham*  
*B18 6NF*  
*T: 0121 638 0026*  
*M: 0121 638 0026*  
*E: info@dayjob.com*

*Driving license: Yes*  
*Nationality: British*

### PERSONAL SUMMARY

Maxine comes from a good technical background that enables her to structure projects so that they are optimised around a client's specific needs. She is able to put together detailed technical plans in relation her area of responsibility and furthermore has a unique ability to see the big picture, analyse complex technical landscapes and deliver cost-effective technical solutions. On a personal level she has a hands-on approach to resolving issues. Right now she would like to join a company where employees feel proud of the work that they do.

### WORK EXPERIENCE

#### *Company name – Birmingham*

TECHNICAL PROJECT MANAGER      Jun 2013 – Present  
Responsible for acting as a team or project leader providing direction to and being in charge of the decision-making process for technical projects.

#### *Duties:*

- Double-checking project staff work to ensure accuracy.
- Exercises independent judgment within generally defined policies and practices to identify and select a solution.
- Ensuring that only cost effective solutions which are stable, scalable and supportable are implemented.
- Assembling and coordinating project staff.
- Reporting on the progress of the project to all stakeholders.
- Effectively communicating complex technical issues to non-technical clients.
- Determining appropriate project resources and then putting them in place.
- Defining project timelines with suitable contingency planning.
- Facilitating the resolution of project issues.
- Creating and maintaining metrics indicating the performance of a team.

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Broad understanding of construction and building regulations.
- Managing a complex workload without close supervision.
- Excellent client facing as well as written and verbal communication skills.
- Experience of working as a customer of third-party suppliers.
- Polite, well-mannered and articulate.
- Coming up with innovative and unique solutions.
- Degree in an engineering related field.

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      *2008 - 2011*  
BSc (Hons)      Project Management

*Coventry Central College*      *2005 - 2008*  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

**REFERENCES** – Available on request.



**Copyright information - Please read**

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com)