

A Project Director's duty is broader than a Project Administrator's, since he also superintends project leaders, coordinators and administrators. His responsibility is more profound as it involves planning, coordinating, directing and controlling of all the aspects related to the project – people, materials, labor, money, design and delivery. That is why when you write a Project Director CV, these duties and skills must stand out all throughout the resume. So how are you going to do that? We have written a sample CV of a Project Director below so you have an idea on how to write your skills in the most conspicuous way.

Nationality: – British

[email]

As a Project Director, my objective is to ensure that projects are delivered on a timely manner and that clients are satisfied with the outcome of the task. I believe that promptness and client satisfaction are the key factors to maintain an established reputation in the industry. I have been a Project Director for two years and I have handled projects across the global market related to industrial, power and energy sectors. I have a solid understanding of running projects from beginning to end. I am also very knowledgeable in using software applications. With this said, I believe that I will be a great asset to the company.

- Hands-on experience in managing assigned projects
- Good knowledge of SCRUM methodologies
- Wide knowledge of risk management and mitigation techniques
- Familiarity with client management procedures
- Ability to implement business improvement processes
- Ability to manage project contracts

Project Director	McGinley (IHS) Ltd – England	Jun 2013 – Till Date
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- Worked with management in employee recruitment, training, performance evaluation, and motivation activities.
- Ensured that project was delivered within timelines and budget.
- Monitored project progress and addressed any delay problems.
- Developed best practices to improve project efficiency.
- Ensured that project meet quality standards and client expectations.
- Responded to client inquiries and maintained good client relationship.

Project Director Signalling Solutions – East Anglia Dec 2012 – Jun 2013

- Performed client negotiations and addressed any contractual issues.
- Supervised project team to complete project within assigned timelines and budget.
- Developed projects reports for client review and approval.
- Managed financial aspects of the project and identified cost saving opportunities.
- Developed training programs for project team.
- Reviewed and improvised defect management procedures.

BSc Hons in Project Management
University of Chester – Chester
Oct 2009 – Jul 2012
A-levels: Computing, Mathematics, Chemistry, Physics, English Language
Trafford College – Manchester
Sep 2007 – Jul 2009
GCSEs: Maths, Physics, Chemistry, English Language
The Compton School – Barnet
Sep 2002 – Jul 2007