PROJECT SUPPORT OFFICER CV

Below is a sample CV of a Project Support Officer where the skills and key qualities are highlighted. Expertise in project planning, change control and financial control roles, and project management methods and technologies are stressed out. Project delivery and governance, structured (SDLC / PRINCE2) and agile/iterative project methodologies, as well as issue and risk management support are also included. For a Project Support Officer CV to stand out, the education and employment section must be given importance. Normally, employers favor applicants who have Business degrees or other related courses. Make sure to place the most recent education and work experience on top of the list.

Jasper Pruitt

469-9149 Iaculis Rd., Ruthin, Denbighshire, X5I 4IV

Tel: – 01905 965198 [email]

Date of Birth: – 14/04/90 Nationality: – British

PERSONAL PROFILE:

My primary objective is to contribute to the project's success by applying my utmost management skills in all aspects and in the whole duration of the project. I also aim to facilitate a smooth and harmonious working environment between the involved committees as well as communicating significant information to my superiors. My years of experience in different companies provided me with valuable knowledge of how to effectively manage responsibilities as per target goals, enhanced my abilities in managing administrative lower-level staff, and being an overall effective team player. With this said, I am positive that I can be a useful talent to this project.

SKILLS PROFILE:

- Hands-on experience in providing support to IT projects
- Good knowledge of project management techniques and tools
- Sound knowledge of Agile and iterative SDLC methodologies
- Familiarity with risk management procedures
- Ability to assist in project planning activities
- Ability to manage change requests and project controls

RELEVANT WORK EXPERIENCE:

Project Support Officer Keystream Technology – London Jul 2012 – Present

- Provided administrative support to project team.
- Worked with Manager in updating project plan and tracking sheet.
- Participated in project planning and closure meetings.
- Assisted in business reporting and resource management activities.
- Scheduled project meetings and distributed meeting agenda.
- Conducted training sessions, workshops and seminars as requested.

Project Support Officer Certes Computing Ltd – London Nov 2011 – Jul 2012

- Provided project support services to Manager.
- Monitored project progress and reported status to Manager.
- Performed project risk management and mitigation activities.
- Updated project database with project plan, status reports, action logs and other reports.
- Tracked controlled expenditures within assigned budget.
- Ensured project was delivered in accordance with company quality standards.

QUALIFICATIONS:

BBA (Hons) in Business Administration
University of Chichester – Chichester
Sep 2008 – Jul 2011
A-levels: Business Studies, Economics, Mathematics, English Language
West Nottinghamshire College – Mansfield
Oct 2006 – Jul 2008
GCSEs: 8 including Maths, Business Studies, Physics, Sociology, English
The Elmgreen School – Norwood
Sep 2001 – Jul 2006

Jasper Pruitt

469-9149 Iaculis Rd., Ruthin, Denbighshire, X5I 4IV

Tel: – 01905 965198 [email]

Date of Birth: – 14/04/90 Nationality: – British

PERSONAL PROFILE:

My primary objective is to contribute to the project's success by applying my utmost management skills in all aspects and in the whole duration of the project. I also aim to facilitate a smooth and harmonious working environment between the involved committees as well as communicating significant information to my superiors. My years of experience in different companies provided me with valuable knowledge of how to effectively manage responsibilities as per target goals, enhanced my abilities in managing administrative lower-level staff, and being an overall effective team player. With this said, I am positive that I can be a useful talent to this project.

SKILLS PROFILE:

- Hands-on experience in providing support to IT projects
- Good knowledge of project management techniques and tools
- Sound knowledge of Agile and iterative SDLC methodologies
- Familiarity with risk management procedures
- Ability to assist in project planning activities
- Ability to manage change requests and project controls

RELEVANT WORK EXPERIENCE:

Project Support Officer Keystream Technology – London Jul 2012 – Present

- Provided administrative support to project team.
- Worked with Manager in updating project plan and tracking sheet.
- Participated in project planning and closure meetings.
- Assisted in business reporting and resource management activities.
- Scheduled project meetings and distributed meeting agenda.
- Conducted training sessions, workshops and seminars as requested.

Project Support Officer Certes Computing Ltd – London Nov 2011 – Jul 2012

- Provided project support services to Manager.
- Monitored project progress and reported status to Manager.
- Performed project risk management and mitigation activities.
- Updated project database with project plan, status reports, action logs and other reports.
- Tracked controlled expenditures within assigned budget.
- Ensured project was delivered in accordance with company quality standards.

QUALIFICATIONS:

BBA (Hons) in Business Administration
University of Chichester – Chichester
Sep 2008 – Jul 2011
A-levels: Business Studies, Economics, Mathematics, English Language
West Nottinghamshire College – Mansfield
Oct 2006 – Jul 2008
GCSEs: 8 including Maths, Business Studies, Physics, Sociology, English
The Elmgreen School – Norwood
Sep 2001 – Jul 2006

Build your Resume Now