

# Maxine Curry

## IT Program Manager

### AREAS OF EXPERTISE

*IT security*  
*Project Management*  
*Integration Management*  
*Scope Management*  
*Project reporting*  
*Staff management*

### PERSONAL SUMMARY

A goal-oriented and self-directed individual who has extensive experience of leading a team of IT experts from various technology divisions. Maxine is able to influence and convey a level of confidence and build long lasting relationships based on reliability and trust. She can influence others to take a specific course of action when there is no direct line of command. As a true professional she possesses a detailed understanding of project lifecycles, project definition, project governance and project quality. Right now she wants to work for a company that holds high morals and sustainable values, and believes in showing their employees recognition, and rewarding them for excellence.

### WORK EXPERIENCE

#### *Company name – Birmingham*

IT PROGRAM MANAGER      Jun 2013 – Present

Responsible for a projects results, timely delivery, and the management of scope, schedule, budget, benefits realization, and stakeholder satisfaction.

#### *Duties:*

- Implementing IT Security solutions with a team of Architects, IT Security Specialists and External Service Providers.
- Implementing, monitoring and continuously improving IT processes.
- Selecting and managing vendors who provide the company with IT services.
- Reporting to the Senior IT Project Manager on project progress.
- Utilizing project management tools to track project variables.
- Identifying project risks and then developing plans to mitigate them.
- Co-ordinating project resources such as staff and contractors.
- Managing the software development lifecycle process for projects.
- Working with senior business and IT stakeholders on roadmaps and implementation options.
- Ensuring that the project deliverables fulfil the agreed business requirements.

### PROFESSIONAL

*PMP*  
*First Aider*

### PERSONAL SKILLS

*Managing criticism*  
*Reliable*  
*Driven*  
*Focused*

#### *Company name - Location*

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

### KEY SKILLS AND COMPETENCIES

- Making informed decisions based on facts.
- Experience of working for high pace, complex, dynamic and demanding companies.
- Measuring project deliverables on quality and completeness.
- Accurately identifying future project needs and requirements.
- A proven ability to interact with senior stakeholders.

### CONTACT

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*The Big Peg*  
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*Driving license: Yes*  
*Nationality: British*

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      *2008 - 2011*  
BSc (Hons)      Business Administration

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

**REFERENCES** – Available on request.



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