Oliver Grant

Project Manager

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Summary

Project manager with seven years in operational change and business systems delivery. Coordinates scope, schedules, risks and vendor dependencies for service teams. Keeps sponsors informed through clear decisions, realistic milestones and documented handovers.

Experience

Aug 2022 - Present

Project Manager, Example Harbourfen Business Services

Melbourne

- Managed a customer-support system rollout across three offices, coordinating six workstream leads and an approved AUD 420,000 delivery budget.
- Maintained the risk, issue and decision logs, escalating data migration dependencies before the planned readiness review.
- Delivered the rollout in three agreed phases, with each office completing user acceptance checks before transition to support.
- Reduced unassigned handover actions from 22 to 4 before project closure by agreeing owners and dates with operations.

Jun 2019 - Jul 2022

Project Coordinator, Example Bluehaven Service Operations

Melbourne

- Maintained schedules, meeting records and supplier action lists for four office process-improvement projects.
- Prepared weekly status reports showing milestone changes, open decisions and dependencies requiring sponsor attention.
- Coordinated training sessions for 65 colleagues and tracked attendance and follow-up questions.

Education

Bachelor of Business, Business management — 2016 - 2019

Example Harbourfen Institute

Skills

Delivery: Scope definition, Milestone planning, Dependency tracking, Change control

Governance: Risk and issue logs, Sponsor reporting, Decision records, Handover planning

Tools: Microsoft Project, Excel, Jira, Confluence

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/project-manager-resume-sample