
Jane Smith

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JOB TARGET: CONSTRUCTION / BUILDING INDUSTRY

- ◆ Project Management - Sustainable Development - Event Organising ◆

A recent sustainable development graduate with eight years management experience within product development, marketing research, strategic planning and customer service with the ability to manage change and achieve full life cycle project targets within budget limitations and strict deadlines for large and multinational organizations. Now looking to make a continued significant contribution for a company that offers an opportunity for me to pursue a change in career direction towards the achievement of sustainable communities.

AREAS OF EXPERTISE

- Project Management
- Feasibility studies
- Management Training
- Customer Service
- Sustainable Development
- Sales and Marketing
- Purchasing/Negotiating
- Budgeting / Forecasting
- Business Analysis
- Team Building
- AutoCAD
- MS Office / I.T.

PROFESSIONAL DEVELOPMENT

MSc. <i>Dissertation:</i>	<u>Project Management with Commendation (University of Northumbria)</u> <i>Researched the role of EcoHomes and promoting sustainable development.</i>	2005-06
BSc. <i>Modules:</i>	<u>Civil Engineering, School of Civil Engineering, Zhengzhou University</u> <i>Structural Design, Concrete and Building Materials, Estimating. Survey, Project Management, Auto CAD.</i>	1991-94
<i>Graduation Certificate (Equivalent to HND)</i>	Economic Trade Specialty in Economic School, Wuhan University, China	1988-91

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

COMMITTEE MEMBER AND INSPIRE REPRESENTATIVE (PART-TIME) *Aug 2006 - Present* Company A

- **Event Organising:** Assisting to the North-East Committee of APM to organise events for project Managers and regional members.
- Identifying activities, marketing and regional co-ordination.
- Running a number of joint events including professional development seminars, technical presentations and social events aimed at increasing the opportunities for cross-industry networking and knowledge sharing.

OFFICE CLERK

Jan 07 - Sep 07

Company B

- Working on CDC (Computerised Data Collection) system for DWP (Department of Work and Pensions).

GRADUATE ENGINEER

Sep 94 - Oct 96

Company C

- Surveyed, project monitored, and planned the budget for pragmatic site work that involved quality control.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

ASSISTANT PROJECT MANAGER

Nov 96 - Aug 03

Company D

- Managed project activities that involved the whole process from feasibility research, technical implementation and quality control.
- Managed market information and monitored customer services.
- Provided and analysed business information and reported to board level and senior managers.
- Instrumental in helping Western Meat Production Co. to win the innovative “Technical and Business Award”, through productivity and quality enhancement that greatly improved the representation of the company.

PROJECT MANAGEMENT RELATED ACTIVITIES

- 1) **Project Management Student Activity** Participated a 3 day seminar about Project Management organised by APM including a practical group, case study, work presentations and developing industry awareness.
- 2) **APM Award** Runner-up for APM John Edge Award (2006) as a student member.

CONFERENCES ATTENDED

- 1) **Sustainable Communities** A full day joint event organised by ICE, CIWEM etc. on sustainable communities in Newcastle including geothermal technology, climate change and flood risks.
- 2) **APM Branch Forum in Newcastle** Two days management forums in forms of lectures, seminars and workshops to communicate, inspire and develop project management knowledge, develop marketing strategy and investigate opportunities for National and International expansion.

COMPUTER SKILLS

- Familiar with statistical packages such as SPSS.
- Used of AutoCAD, Microsoft Word. Excel Spreadsheets, and PowerPoint.

PERSONAL

Interests and Pastimes: Travelling, swimming, volleyball, badminton, reading, music.
Languages: Fluent in Chinese (native) and English.
Born: 1973.

References available on request.

- Expert [CV Writing](#) and [CV Templates](#) by Mike Kelley at First Impressions -

> [Save Time! Download Rewritable \(MS Word\) CV Templates](#) <