



CURRICULUM VITAE

NAME: Charlotte Nunn B.A. (Hons)

COMPANY: Management Systems Modelling Ltd

NATIONALITY: British

JOB TITLE: Deputy Support Manager

HEALTH: Excellent

MARITAL STATUS: Married

PROFILE

I am a highly experienced project manager with proven management and communication skills and a background in managing complex public and private sector projects.

My project management background means I am skilled at managing multiple projects whilst maintaining excellent customer service. I am able to balance focus on client satisfaction whilst aligning myself with business objectives. I am skilled at prioritising activity in busy multi-disciplinary environments and evaluating resource requirements instinctively. I am capable of intelligent anticipation of client requirements and project issues and implementing contingency plans accordingly

EMPLOYMENT

August 2010 to date
full-time

Deputy Support Manager, Management Systems Modelling Ltd.

Exeter

Deputy to the Support Manager managing a team of support analysts and developers, scheduling and delivering projects and liaising directly with customers.

September 2008 to
July 2010
full-time

Project Manager, Sponge UK.

Plymouth

Responsible for set-up of project office including development and refinement of procedures and practices and responsible for management and delivery of entire project portfolio, resource planning and project expectations.

February 2008 to
August 2008
full-time

Project Manager, Twofour Digital.

Plymouth

Owning and coordinating departmental responses to new business enquiries and managing designated projects from initiation through effective planning to successful delivery including all key stages and milestones.

October 2007 to
February 2008
full-time

Project Analyst, Clifford Chance.

London

Ensuring the administration and coordination of Programme Management Office (PMO) Services and managing resource requirements for all projects in the global projects division. Ensuring adherence to project methodology for all projects and administration of PMO Systems.

January 2007 to
October 2007
full-time

Programme Office Manager, Amsphere.

London

Managing a Programme Management Office as part of supporting delivery of the service provision to Sainsbury's.



October 2006 to
December 2006
full-time

Programme Support Officer, Identity and Passport Service.
London

Providing secretariat support to senior and cross-governmental board meetings and providing assistance and obtaining information at project and programme level.

December 2005 to
October 2006
full-time

Communications and Project Office Coordinator, British Telecom.
London

Managing communications for the programme and campaigns in line with commitments to Ofcom and supporting Head of IT Risk & Governance with compliance training for all staff as well as supporting the project office.

December 2002 to
October 2005
full-time

Programme Office Coordinator, Hewlett Packard at the Cabinet Office
London

Supporting the PMO, project managers, service desk and assistant to the Programme Director.

TRAINING

I am currently studying for my PRINCE2 exams.

EDUCATION / QUALIFICATIONS

Qualifications *First Degree completed Summer 2002* B.A. (Hons) 2:2 in Sociology
A'levels taken Summer 1999 *GCSEs taken Summer 1997*

One grade A, one grade B and one grade C Three grade As and seven grade B's.

	<i>From</i>	<i>To</i>
Schools / Colleges Attended from age 11		
University of Exeter	10/99	06/02
Devonport High School for Girls	09/92	07/99

OTHER INTERESTS

Running – I completed the Plymouth Half Marathon in May 2010, gym, reading and cooking!

REFERENCES

Any of our clients can be approached. Please contact us for details.