

OLIVIA BROOKS

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Mr Daniel Frost
Head of Digital Delivery
Anker Valley Housing
Riverside House, Leicester Road
Nuneaton CV11 6BD

Dear Mr Frost

Application for Senior Project Manager (ref. AVH-PM-14)

I am applying for the Senior Project Manager role in your digital delivery team. I have seven years' experience running IT and digital projects in housing and healthcare, and I hold the APM Project Management Qualification and PRINCE2 Practitioner.

At Arden Homes Group I led the £1.2 million move of 9,000 tenants' repairs bookings to a new online system with a team of 12. When the supplier's data migration slipped by three weeks, I re-planned testing to run alongside it, and we went live on the planned date and £40,000 under budget.

I report to a steering group each month and manage three suppliers against contract milestones. I also ran fortnightly sprint reviews with repairs staff, which cut post-launch support calls by a third; your plan to move more tenant services online is work I know well.

My CV is attached, and I would welcome the chance to discuss your programme. Thank you for considering my application.

Yours sincerely

Olivia Brooks