

Olivia Brooks

Project Manager

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Profile

Project manager with seven years delivering IT and digital change in housing and healthcare, on projects up to £1.2 million with teams of up to 12. Plans and runs projects with agile and stage-gated methods, keeps risks and budgets visible to sponsors and brings suppliers and staff along. APM PMQ and PRINCE2 Practitioner. Looking for a senior project or programme manager role.

Experience

Project Manager, Arden Homes Group, Coventry	2022–present
• Led the £1.2 million move of 9,000 tenants' repairs bookings to a new online system with a team of 12, live on the planned date and £40,000 under budget. • Kept a weekly risk log and reported to the steering group each month; when the supplier's data migration slipped, re-planned testing so go-live held. • Ran fortnightly sprint reviews with repairs staff, which cut post-launch support calls by a third. • Manage three suppliers against contract milestones and sign off their deliverables.	
Project Coordinator, then Project Manager, Mercia Health Support Services, Birmingham	2019–2022
• Ran the roll-out of new rota software to 14 wards and kept the project plan, budget tracker and RAID log for four projects.	

Qualifications

APM Project Management Qualification (PMQ)	2023
PRINCE2 Practitioner	2020
BSc (Hons) Business Management, 2:1, University of Warwickshire Vale	2016–2019

Skills

- Planning, scheduling and budget control
- Risk and issue management
- Agile delivery and stakeholder reporting
- Jira, MS Project and Microsoft 365