

# Matthew Lewis

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London, United Kingdom

## Work experience

### Senior Project Manager

GS Electrics

2019 – Present  
London, UK

Lead a team of 15 to deliver multiple projects, ensuring alignment and project success. Develop and manage project plans, timelines, and budgets. Conduct risk assessments, mitigate potential risks, and monitor progress using appropriate tools. Coordinate with stakeholders, including executives, customers, and vendors.

- Completed 10+ projects on time and within budget, resulting in a 15% revenue increase.
- Improved project efficiency by 20% through implementing Agile methodology, reducing project delivery time, and enhancing quality control processes.

### Project Coordinator

Aspect Group Limited

2017 – 2019  
Brighton, UK

Assisted team members in developing and managing project plans, timelines, and budgets, ensuring adherence to company standards and guidelines. Led project coordination efforts, including tracking progress and identifying and mitigating risks. Liaised with stakeholders to ensure project success and communicated updates.

- Improved project coordination efficiency by 15% by implementing project management software, reducing manual work and enhancing communication.
- Contributed to completing 5+ projects, resulting in an average 10% increase in customer satisfaction ratings.

## Education

BA (Hons) degree in Business Management with Project Management  
London South Bank University

- Project management tools, techniques, and frameworks to innovate, develop and sustain competitive advantage in an uncertain environment.

## About

Established Project Management Professional (PMP) with over five years of experience in planning, leading, and managing the completion of projects. Reputable track record of ensuring projects deliver the expected results on time, on budget, and within scope. Adept at project scoping, scheduling, finance, risk mitigation, quality control, and resource management.

## Skills

- Project management
- Strategic planning
- Budgeting
- Cost control
- Change management
- Process improvement
- Contract negotiation
- Stakeholder engagement
- Reporting

## Certificates

Jira Project Administrator, Atlassian University, 2020

The Beginner's Guide to Agile in Jira, Atlassian University, 2020

Project Management Professional (PMP), Project Management Institute, 2019