

JORDAN MICHAEL SMITH

PROJECT PROFESSIONAL

📍 City of London, United Kingdom

🌐 www.JordanMichaelSmith.co.uk

✉ JordanSmithPM@protonmail.com

PROFILE INFO

I am a dedicated and innovative project management professional committed to excellence and developing robust business acumen. With an unwavering focus on continuous improvement, I consistently seek to learn from every experience. My objective is to deliver transformative projects in critical sectors, making a profound impact. Fuelled by perseverance, creativity, and a passion for people, I am confident in my ability to effect significant and lasting change.

EDUCATION

SWANSEA UNIVERSITY

2018 - 2022

BSc (Hons) Business Management

CARDIFF & VALE COLLEGE

2015 - 2018

Mechanical Engineering

Apprenticeship (IMI)

CERTIFICATES

APMG INTERNATIONAL

2024

Agile Project Management

(AgilePM®)

3B TRAINING

2023

IOSH® Managing Safely

HARD SKILLS

- Azure DevOps / Jira
- Microsoft SharePoint
- Microsoft Project
- Microsoft Excel
- Microsoft Visio
- Microsoft Word
- Microsoft PowerPoint
- Microsoft PowerBI
- Microsoft Outlook
- Agile Methodologies
- Waterfall Methodologies
- RAID Management
- Change Requests
- Health & Safety Management

WORK EXPERIENCE

ELEXON

PMO Analyst

12/2023 - PRESENT

- Promoted Agile core values, principles, and practices through all areas of the business
- Tracked and managed change requests, ensuring communication and coordination between Helix and the Industry MHHS Programme
- Oversaw the RAID register on Azure DevOps, managing risks, assumptions, issues, and dependencies.
- Developed and maintained comprehensive programme plans, utilising Microsoft Project and PowerBI, providing clear visibility of key milestones and project progress
- Chaired and attended meetings regularly, offering post-meeting insights, minutes, and actionable items to drive programme alignment and progress
- Frequently produced comprehensive reports for programme board meetings, providing inside to workstream status, progress, issues, risks, and blockers
- Managed the Helix Programme mailbox and Teams channels to facilitate communication and information sharing

ALTRAD

Project Manager

05/2022 - 12/2023

- Formulated comprehensive end-to-end project plans, ensuring clarity of milestones, direction and progress
- Produced detailed risk assessments and method statements for all internal work
- Led procurement efforts, sourcing materials, components and services
- Consistently delivered resolutions to complex blockers
- Tracked financial activities and pinpointed strategies to minimise expenses
- Orchestrated and participated in key meetings, delivering post-meeting insights, minutes, and actionable items to drive project alignment and progress
- Maintained clear communication channels with stakeholders, providing timely project updates, accommodating adjustments, and addressing inquiries
- Cultivated strong professional relationships with clients, contractors, and suppliers, fostering collaborative project environments
- Ensured regulatory compliance through rigorous project area audits, mitigating potential risks and liabilities

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SOFT SKILLS

- Planning & Scheduling
- Problem Solving
- Innovation
- Communication
- Leadership
- Collaboration
- Delegation
- Time Management
- Organisation
- Adaptability
- Reliability
- Decision-Making
- Conflict Resolution
- Motivation

WORK EXPERIENCE

PEPPERMINT | OLD HAVANA | DIRTY MARTINI

Hospitality Manager

02/2019 - 04/2022

- Conducted end-of-day revenue counts and prepared detailed financial and operational reports
- Monitored financial performance, comparing against set targets and historical data to ensure the business is on an upwards trajectory
- Conducted thorough analysis of expenses to identify ways to lower operating costs
- Managed inventory effectively through conducting weekly stock counts, providing the business and I with a detailed understanding of stock levels, value, popular/unpopular items, wastage, profit/loss, and staff efficiency
- Addressed customer complaints promptly and handled serious incidents with professionalism
- Provided regular comprehensive training to all staff members on procedures, technique, and new systems to optimise business performance
- Ensured strict adherence to venue opening and closing procedures through meticulous checklist compliance
- Conducted in-depth competitor analysis too pinpoint areas for enhancement and strategic improvement

EDWARDS

Mechanical Engineer (HGV/PSV)

09/2015 - 08/2018

- Performed comprehensive diagnostic assessments on vehicles and resolved identified faults
- significant structural repairs on a diverse range of vehicles, ensuring compliance with safety standards
- Managed the maintenance of a vast vehicle fleet, overseeing routine servicing, inspections, and repairs to uphold industry standards to prolong the operational lifespan of each vehicle
- Responded promptly to emergency roadside breakdowns and providing recovery
- Conducted thorough monthly inspections, examining all vehicle components and systems to ensure optimal performance, safety and reliability
- Rebuilt engines and other intricate vehicle components
- Successfully completed numerous intensive practical and theoretical examinations throughout my apprenticeship

Willing to Relocate: Yes

Drivers License: Yes

Right To Work: British Citizen

Work Setting: Hybrid / Remote

Contract Type: Full-Time Permanent / FTC 12 Month Min.