

Professional Profile

An efficient, flexible Project Manager with extensive experience in planning and coordination. Communicates effectively to build strong professional relationships stakeholders. Highly organized, with the ability to prioritize and multitask to consistently achieve even the most demanding of deadlines. Takes a proactive approach to overcoming challenges and ensuring smooth operations. Calm under pressure and consistently delivers projects within time and budgetary constraints.

Key Skills

- Project Management
- Project Planning
- Reporting
- Logistics
- Event Delivery
- Risk Management
- Project administration
- Stakeholder Management
- Budget Control

Professional Experience

Project Manager ABC Logistics	2020 - date
<ul style="list-style-type: none">• Facilitated the launch of a new product by preparing and implementing complex supply chains, using Just In Time methodology to transport items from suppliers across the US and Europe• Managed a project team of 10 specialists from different areas of the business to deliver a project valued at \$10million	
Key achievements <ul style="list-style-type: none">• Coordinated changes to the automated delivery system between the supplier, transport provider and factory, achieving completion within the strict 6-month timeframe• Achieved project milestones by overcoming multiple challenges, including negotiating with executives to reverse changes already implemented to accommodate late deliveries• Successfully improved a difficult relationship with a supplier who had a very different work culture and was not meeting SLAs	
Project Assistant ABC Logistics	2018 - 2020
<ul style="list-style-type: none">• Coordinated all aspects of transportation, customs clearance and on-site handling for a specialist freight management company, to ensure the successful delivery of complex events• Established and maintained communications with global stakeholders, fostering trusting professional relationships with suppliers, clients and industry associations both in person and by phone• Demonstrated sound financial acumen when creating accurate client quotations and invoices, ensuring discretion when liaising between clients	
Key achievements <ul style="list-style-type: none">• Managed up to 10 concurrent projects, frequently with multiple exhibitors, across several global locations• Achieved deadlines for every project by planning months ahead and prioritizing conflicting demands• Delivered 2 highly successful exhibitions in Paris, with over 200 exhibitors in place on time and very positive client testimonials	

Qualifications

MA degree:	International Logistics, <i>ABC University</i>	2018
BA degree:	International Relations, <i>XYZ University</i>	2017

Further Details

Languages:	Bilingual English and Turkish
-------------------	-------------------------------