

KATE STANIFORD

PROJECT MANAGER

PROFILE

A highly skilled, motivated and enthusiastic individual with a strong professional record. Thrives in high pressure environments and is both Prince2 certified and confident working in an Agile framework.

CONTACT

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EDUCATION

Degree

University of Nottingham
2007 - 2010
Management Studies | 2.1

A Levels

NSB
2005 - 2007
History | A
Psychology | A
English Lit | B

Prince2

Knowledge Train
Practitioner | 85%
Foundation | 83%

OTHER



REFERENCES

Available on request

EXPERIENCE

Project Manager - Customer Insights (contract)

BP | May 2018 - Ongoing

- Work with function leads to formalise Project Plans:
 - Identify business context and questions, risks, opportunities and links to other initiatives in line with the 'augmented Insights' business objective
 - Create and maintain project documentation - a particular focus on communication strategy and stakeholder engagement
- Ensure a controlled implementation of required change, engaging stakeholders at all major milestones - for example the shift towards Microsoft Teams
- Sign off project inputs and outputs for usability, sustainability and compliance
- Maintain a broad overview of all projects, ensuring team resource is allocated to pre approved Customer Insight and local market priorities in line with wider business strategies

Research Manager (contract)

Future Thinking | Nov 2017 - Apr 2018

- Quickly built relationships with stakeholders across the business to generate trust while in the contract role
- Standardised operational processes and identified areas for improvement
- Resolved issues by extracting learning and implementing prevention plans
- Managed team resource and junior members of the team, coaching them to improve skills; promoting ownership and shared responsibility
- Worked with clients to identify and finalise research objectives
- Designed and carried out quantitative research plans; delivering clear actionable insight to a range of clients

Senior Project Manager (Head of PM)

Basis Research | Sep 2014 - Nov 2016, Contract Feb - Mar 2017

- Managed account teams and budgets of up to £2 million
- Established a PM team in an organisation hostile to change
- Formalised project lifecycle and created innovative efficiency tools
- Formulated project plans for large multi-market and small ad hoc projects
- Signed off stage products ensuring they met client and internal quality standards
- Built and sustained stakeholder relationships
- Managed team resource. Recruited junior team members; mentoring and guiding them through their training plan

Graphic Designer (freelance)

Self employed | Sep 2016 - ongoing

Senior Project Executive

Millward Brown | Sep 2011 - Aug 2014