

# Victor Power

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London

## Profile

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A Prince II PMO Support professional with solid experience in Banking, Finance and Media organizations. Qualified with two degrees and a BTec in Banking. I have a clear & logical mind with a practical approach to problem solving with a track record of achievements in personal and team targets. Working to consistently high standards and the ability to analyze and resolve challenging problems. I am currently seeking a role in Media or finance, where I can use my existing skills and experience to progress my career. I also have a current DBS clearance.

## Skills

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- Prince II Foundation
- Competent user of software including Microsoft Office, SharePoint and social media
- Minute taking
- A comprehensive, critical, and thorough understanding of researching material
- Able to prepare correspondence and reports
- Good interpersonal and communication skills
- Capable of working individually and as a team player
- Ability to mediate and good problem solver
- Disciplined, motivated and very hard working
- Used to public speaking and able to deliver presentations confidently
- Able to communicate well within a team and across a work stream
- Experience of working in pressurized environments and with senior management
- Comfortable working from different sites

## Employment History

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### **Restore (Document Management) Feltham**

May 2019

Document Controller

Booking in examination papers.

Examination Packet is logged into a system using ExamTrak.

- Individual packet barcode scanned to produce a new bar-coded label. This is then placed on a specified location on the outside of the packet.
- Scanner Operator checks that all the pages being processed are accounted for and that no scanning issues arise throughout this process. The Catcher at the other end of the machine will then collect the scanned pages once the images have been captured successfully.
- A series of barcodes is scanned to record script and packet information. The papers are then reunited with their packets and placed back in their crates.

**Baker Stuart Ltd (Lloyds Bank), London**

Project Assistant

November 2018

- Assisted on a Time and Motion study. Noting each area of both the office and the social areas by employees across two floors of client building
- Supporting the Project Manager in the successful running of the project
- Entering data into an Excel spreadsheet template for analysis and discussion
- Captured details of dependencies across the work streams into a centralized log
- Maintained the project plan in Excel

**Powerhouse Technology Ltd, London**

April 2018 to October 2018

Project Administrator

I provided Project Management Office (PMO) support to Project Manager within banking sector, which included:

- Production of weekly status reports showing progress of project deliverables
- Attended daily meetings and captured actions across the work streams into a centralized log
- Maintained the project plan in an Excel spreadsheet
- Set up weekly meetings with the Project Manager to manage project plan (including dependency tracking) and bi weekly RAG status report
- Proactively identifying and managing risks, issues and escalations
- Planned in assisted in User Acceptance Testing by scheduling testing; collating issues and tracking them to their outcomes
- Assisted Project Manager in the creation of management reports

**Standard Life Aberdeen, Beckenham**

April 2018

Project Administrator

- Processing cheque reissue in line with strict regulatory procedures and using a bespoke system
- Sending out forms generated by telephone requests and letters
- Answering straightforward emails using template responses and sometimes personalizing with bespoke working
- Responding to customer emails and letters via due process and keeping customer databases up to date
- Processing grant of probate legal documents

**Uniwork (Royal Society), London**

March 2018

Project Assistant

- Assisted on a Time and Motion study. Noting each area of both the office and the social areas by employees across the client building
- Supporting the Project Manager in the successful running of the project
- Entering data into an Excel spreadsheet template for analysis and discussion
- Captured details of dependencies across the work streams into a centralized log
- Maintained the project plan in Excel

**Sabbatical Break**

Sept 2017 to Feb 2018

**Various acting roles in the entertainment industry**

Feb 2014 to Sept 2017

**Executive Decision Ltd, London**

Jan 2013 to Feb 2014

Project Coordinator

Streamed live events across mobile devices

Facebook and Twitter campaigns were used to encourage new users.

I provided Project Management Office (PMO) support for the campaigns, which included:

- Produced weekly status reports showing progress of project deliverables
- Supporting the Project Manager in the successful running of the campaigns

- Attended daily meetings and captured the actions
- Captured details of dependencies across the work streams into a centralized log
- Maintained the project plan in Excel
- Set up weekly meetings with the Project Manager to manage plans, assumptions and dependencies. Highlighting RAG statuses and proactively identifying and managing risks, issues and escalations
- Assisted Project Manager in the creation of management reports
- Documented processes and procedures to a centralized repository enabling actions for new users setup
- Assisted in User Acceptance Testing by scheduling testing; collating issues and tracking them to resolution

**Various acting roles in the entertainment industry**

Jan 2010 to Dec 2012

**TNS Media, London**

Jan 2008 to Sept 2009

Broadcast Monitor

Researching, documenting TV news and current affairs programming

**Macmillan's Publishers, London**

Sept 2007 to Dec 2008

Finance Administrator

Using in-house Sprinter system to match, settle and clear payments for all of Macmillan's incoming invoices. Dealt with Sprinter queries and telephone office enquiries. Drafting monthly reports and statistic figures for auditing

**Education**

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**Prince2 Foundation Pass**

2015

**Master of Arts Feature Film Pass**

2005

Goldsmith University, London

**Bachelor of Arts Digital Media Production 2:1**

2004

London College of Communication, London

**Interests**

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Strong interest in current affairs and reading related topics.

References available on request