

Jane Cartwright

Project Engineer

AREAS OF EXPERTISE

Project management

Mechanical testing

Health & Safety management

IT skills

Technical plans

Oil & Gas industry

3D CAD

PROFESSIONAL

First Aid qualified

NEBOSH

PERSONAL SKILLS

Commercial acumen

Enthusiastic

Attention to detail

PERSONAL DETAILS

*Jane Cartwright
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A competent Project Engineer with excellent communication, organisation and co-ordination skills. Possessing a proven track record of preparing and executing project plans and programmes, ensuring that work is carried out in accordance with the companies procedures and clients satisfaction. Able to ensure timely, safe and cost effective design and implementation during the life cycle of projects from conception till customer satisfaction.

Currently looking for a suitable Project Engineer or consultant position with a forward thinking employer.

WORK EXPERIENCE

Engineering Consultancy Firm – Coventry

PROJECT ENGINEER June 2008 - Present

Ensuring that all engineering work is carried out in accordance with specifications, statutory requirements, laws, rules, regulations and other contractual requirements. With due regards to safety, operability and maintainability

Duties:

- Managing projects from conception, pre-production through to completion.
- Providing technical support to the project team and wider regional teams.
- Responsible for overseeing the review, initiation and execution of contracts.
- Managing project budgets and keeping costs down.
- Overseeing the maintenance of projects after completion.
- Responsible for the completion of all documentation.
- Producing Test Plans and reports.
- Prepare contract documentation for procurement services and materials.
- Evaluating tenders and providing recommendations.
- Carrying out effective client liaison for all projects undertaken.
- Liaising with customers on a regular basis to ensure the successful design and manufacture of products to agreed budgets and time frames.

KEY SKILLS AND COMPETENCIES

- Extensive experience of planning, project management, design & client liaison.
- Experience of interpreting specifications and preparing technical proposals.
- Ability to multi-task in a demanding engineering environment.
- A strong track record in delivering projects on time and within budget.
- Able to ensure that all H&S procedures are met and maintained.
- Resolving complex technical issues and coming up with fast efficient solutions.
- Ability to assess the financial feasibility and impact of proposed budget items and also alternatives.

ACADEMIC QUALIFICATIONS

BEng (Hons) Electrical and Electronic Engineering

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)

Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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