

HANNAH SMITH

A hardworking, fun and passionate project manager with a strong background in Computer Science

Personal Information

(temporary address)
33 Denison Way
Cardiff
CF5 4SF

Phone: 029 20 597 591 (temporary)
Email: hannah@thingything.co.uk
DOB: 08/05/1983
Nat: British

Work Experience

Project Support Officer: Environment Agency

May 2007 – Dec 2007

A 6 month contract coaching, supporting and teaching project managers at the Environment Agency. My objectives were twofold:

- develop a simplified project management system suitable for those with little pm experience, based on Prince2 and their existing management framework.
- conduct research into and set-up solutions for filling the project management knowledge gap. Resulted in a series of workshops and short, meaningful guidance.

Studio/Project Manager: Team Rubber

Jan 2005 – Mar 2007

I managed projects and the Bristol studio for this umbrella company's 3 businesses: Delib (e-democracy specialist), Rubber Republic (viral marketing and digital media specialist) and Rubberductions (multi award-winning film production company).

My job as studio and project manager covered a great many roles:

- planning, managing and client-handling multiple projects during all stages of development
- cost estimation and ROI for said projects
- heading-up architecture and testing for a variety of digital media projects
- working to develop process, personnel and infrastructure strategies for the business
- recruiting and managing staff
- day-to-day running of the Bristol studio

Website Developer: INBIS, Engineering Consultants

June 2004 – September 2004

My project involved developing the concepts and producing a content-managed website for the Society of British Aerospace Companies. My role was to provide technical support and shadow the principal consultant at the Bristol office in INBIS. I was involved in meetings with a spectrum of parties interested and involved in the project and was responsible for specifying the concepts, structure and specification of the site. The site was developed using MySQL, PHP and CSS.

Design/web development work: Freelance

July 2003 – present

I do a small amount of freelance and voluntary work doing flyers and web designs for customers.

Research Assistant: University of Barcelona Virtual Reality Department

Sept 2002

Education

University of Bristol

2001-2005

Computer Science BSc 2:1

Other activities: Year Representative and Admission Days Student Representative.

Bishop of Llandaff High School, Cardiff

1995 – 2001

A levels: Economics(A), French(B), Maths(B) and Textiles(B).

GCSEs: 7 A*'s and 4 A's.

Other awards: Regional Debating winner in Cardiff(1999), Economics (2001), Textiles(2001) and German(1999) faculty prizes and Student Contribution Award (2000).

IT Skills

I am proficient in Java, Python, C, SQL, PHP, Actionscript, HTML/CSS and XML. My understanding of these languages allows my planning as a project manager to be close to the knuckle. I have managed projects developed in Zope, Plone, Flash, Joomla! and Ruby on Rails.

I have an excellent general understanding of computers after studying Computer Science at Bristol Uni, which is consistently ranked among the top 3 courses in the country.

Interests

Sports

Snowboarding (I have just returned from 4 months in British Columbia, Canada)

Ultimate Frisbee (an energetic, mixed, non-contact team sport similar to netball)

Boxercise

Cycling

Arts/creative craft

Between 2002 and 2006 I ran a small club décor business with a partner lighting and decorating venues.

I continue to enjoying painting, digital drawing and making stuff. I have recently learnt to screenprint.

Society/charity

In my freetime I run the website for <http://www.malawieducationproject.com/> who are a Bristol based NGO.

I am also a member of Friends of the Earth and Greenpeace.

Other Interests: Travel, sustainability/green issues, music, reading, cooking and gardening.

References

Available on request