

## CURRICULUM VITAE

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With an international career built up with over 15 years' experience and an Executive MBA to back it up, I have developed an excellent knowledge base of working and running Project and PMO Functions while implementing and running numerous Business and IT projects internationally. I believe my skills would make me a great candidate for the Project Manager position.

### EXPERIENCE AND SKILL PROFILE

I have developed my project methodology and management over a number of years and continents allowing me a unique view of the importance of governance and stakeholder engagement in the success of a business. Having placed PMO / Programme controls/ management / Resource Profiles roll outs and reporting structures into Aerospace, Manufacturing, Financial, Public Sector and Engineering Organisations I have a wide variety of skills and issue resolution tool sets that you will not find in many other candidates.

My experience in the PMO and Project Management setting has given me a great understanding of the importance of Change and process and I strive to implement processes and controls that will not only solve the current issues but also that will stand up to the test of time. I also have a strong track record in Budget Control, Costs & Resources from a project/ Programme and regulatory viewpoint.

I have Academic Qualifications including an Executive MBA and Programme relevant qualifications including Prince 2, Six Sigma, PMP, MSP, Hyperion Financial Management, SharePoint and all Microsoft Products amongst others, which back up my working knowledge and widen my skill set.

### SUMMARY OF SUCCESS

- Effectively managed many Regulatory and Technology programmes including roll outs, Mergers and Acquisitions over various countries.
- Successfully managed teams of up to 75 direct line reports in various countries.
- Influenced and steered the PM and PMO community in the direction that is needed from the Executive board or committee, pushing areas that need development and continually striving to deliver only the best people, processes and reporting.
- Ensuring that a clear and sustainable change process is in place and being imbedded as part of daily culture rather than as the exception.
- Successfully set and delivered Project and Programme Framework set up over multiple countries simultaneously tracking an international manufacturing / supply chain process with governance and reporting standards in place for roll up reporting and risk issue analysis.
- Engaged and enabled Governance Standards benchmarking and development internally and as a manufacturing industry standard.
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### EMPLOYMENT HISTORY

*March 2014- Present*

#### **Project Manager – Procter & Gamble**

- Support the Implementation of a new financial business center of excellence over cross markets and multi countries.
- Responsible for driving gold standard processes and procedures into the business.
- Providing Programme Management framework across the full programme.
- Project Management of the day to day running of the deployment.
- Management of PMO functional reporting tools and documents.
- Interaction with the global exec committee to roll out best practice.
- Development of continuous development plans with HR.
- Developing the PM framework for Procter & Gamble cross sector.
- Lifecycle management.
- Definition of future work packages and deployments.

- Guidance and strategy for the long term programme.
- Risk Assessment.
- Leading the change and communications plan cross sector.

*November 2014 – March 2015*      **Project Manager– Aerospace Limited Systems**

- Managing and Creating Transformation Practices.
- Budget control, management and reporting.
- Full Programme Delivery, Stakeholder Engagement and User Training.
- Governance, Communication and Customer Engagement.
- Roll out of Transformation Project.
- Documenting the Implementation process and leading the team.
- Business Case Development.
- Risk and issue management.
- Planning.

*Mar 2014 – November 2014*      **PMO Programme Manager – Capita Investment Group**

- Managing and consolidating financial practices and processes.
- High value in depth budget control, management and reporting.
- Deep dive commercial assessment and supplier management.
- Financial Forecasting / Business Intelligence.
- Set up of large scale telecoms financial Model.
- Change Review Board Lead.
- Full control of budgets for multi-site / multi-country / Multi-programme.
- Full Programme Delivery, Stakeholder Engagement and User Training.

*Oct 2013 – Mar 2014*      **PMO Manager – Hyperlead limited**

- Implementing a clear sustainable vision for change.
- Change Review Board Lead and Master Assessor.
- Process Improvement Champion and Lead trainer.
- Planning and Risk Assessment (Solution based Analysis).
- Detailing and implementing large scale projects (full life cycle).
- Planning Framework Development / Governance benchmark process.
- Large scale Consolidation of workloads, people and work place displacement.
- Hyperion Financial Management and Office 365 Migration (Europe, USA & Canada).

**EARLY CAREER SUMMARY**

March 2010 – Oct 2013	International Manager	Glade Aerospace
May 2009 – Mar 2010	PMO Manager	Divon Investment Group
Dec 2007 – May 2009	IT PMO Manager	AC Financial Services
Oct 2006 – Dec 2007	Manager	FMA Scotland
Jan 2005 - Oct 2006	PMO Change Lead	East Coast
Jan 2004 – Jan 2005	PMO	Sage Financial Consulting
Jun 1999 – Jan 2004	PMO	Bison Systems

**EDUCATIONAL BACKGROUND**

Postgraduate Executive MBA		University of Edinburgh
HNC:	Computing	Glasgow City College
CMI:	Management	Glasgow City College
DIPLOMA:	Advanced Executive	Stephenson University
PG DIPLOMA:	Human Resources	Open University
PG DIPLOMA:	Business Finance	University of the Highlands & Islands

**REFERENCES**

John Dun, Director Procter & Gamble Glasgow      Tel. 07756 451 125	Marion Muller, HR Director Aerospace Limited Glasgow      Tel. 0141 221 1222
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