James Dooms

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EXPERIENCE

Symanto *May 2020- Present*
Technical Project Manager

- Manage client projects and partnerships with Universities
- Work closely with Product, Engineering and Research teams to ensure project is on track.
- Manage day to day running of owned projects autonomously
- Weekly calls with all clients to ensure project is on track and prioritise tasks accordingly.
- Search for and create Research proposals for EU (H2020) Funding.

Square1 Software *Jan 2019- May 2020*
IT Project Manager

- Manage key accounts in *Dublin, Ireland* and *UK* which include;
    - **National Radio stations, National Newspapers, E-sports publishers** and more.
- Product owner of company product for online publishers.
- Manage a development team of 6 remotely.
- Support management team with financial updates on projects and potential new business.
- Hold commercial discussions with clients around new opportunities.
- Conduct post project reviews, ensure that the lessons log is updated and a summary report is provided to all those attending.

Pharmiweb Solutions *Sep 2016- Dec 2018*
Digital Project Manager (eDetail team lead)

- Review and approve costs of projects before they are passed to the commercial team or client.
- Provide finance with accurate and timely status updates on project finances.
- Review and approve timelines of new projects from junior team members.
- Manage day to day running of owned projects autonomously
- Support junior members of the team with the day to day management of timelines for projects within the team or program of work.
- Review the status reports of team members across all owned projects.

Pharmiweb Solutions *Oct 2015- Aug 2016*
Junior Digital Project Manager

- Managing multiple projects of various tactics for a global pharmaceutical company to tight timescales
    - **Web**
    - **Email** campaigns
    - **eDetails** on **Veeva** platform
- Briefing content editors on work and deadlines and reviewing all documents produced for delivery
- Keen eye for detail to ensure all content amends are delivered

- Managing internal process between accounts, development and design teams.
  - Creating estimates
  - Booking and briefing in resource
  - QA of products before delivery to the client
- Client point of contact for the delivery of the project
  - Kick off meeting with client to ensure understanding of the deliverables of the project
  - Advising client on best practice for delivery of digital products
  - Providing project plans and updating them throughout the project
  - Delivering weekly highlight reports to update the client on milestones achieved, upcoming activities and any risks or issues associated with the project
- Training employees on internal localization systems, **CMS** systems (**Umbraco**) and **JIRA** management.

Pharmiweb Solutions *Sep 2014- Oct 2015*
Digital Project Management Executive
- Assist in the composition of digital applications to increase sales in the pharmaceutical industry.
  - **HTML** coding, **CMS** content entry and **QA** of product
- Review content and update changes according to client feedback.
  - Raising development and design tickets in Jira, managing creative team to ensure development and design delivered to quality required
- Ensure project management team met their deadlines by delivering documents to tight timescales

EDUCATION

Erasmus University Rotterdam, the Netherlands

MA Media and Business **2013-2014**

Bsc International Bachelor of Communication and Media **2010-2013**

Previous

International School Hilversum, Netherlands **(International Baccalaureate Diploma) 2007-2009**

German International School Cape Town, South Africa (**Secondary – High school**) **2001 – 2006**

PERSONAL

Languages   • English (Native) • German (Intermediate) • Dutch (Intermediate) • Afrikaans (Intermediate)
IT Skills   • Extensive use of Microsoft Office tools • JIRA • Productive • Trello
Qualifications • Level 3 paramedic, Office first aid, APMP certified

REFERENCES

References are available upon request.