

**CARLY PARNELL**  
**PMO COORDINATOR**

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Full details and testimonials can be found on my webpage- [www.carlyparnellpmo.com](http://www.carlyparnellpmo.com)  
Available for contracting roles, remote and hybrid only. I have SC clearance.

**SUMMARY**

Results driven, natural problem solver, efficiency conscious PMO Coordinator/Project Controller. I have extensive experience working on Cyber and Maritime, Land and Weapons style contracts within the Defence and Aerospace Industry. I take pride in my strong work ethic, efficiency and problem solving skills and apply these strengths to support the delivery of projects under the tightest deadlines and within budget.

**SKILLS**

- Microsoft Project (PPM), Excel, Word, PowerPoint
- SAP (Super User), Agresso, GreenTree, Ariba, Concur
- Sales Force, C4C, Gold Vision

**COMPETENCIES**

- Providing high quality Project Controls support with bidding, project planning, project kick off, project delivery and project closure.
- RAID, Resource Management, Agile, Waterfall, governance, scheduling and financial reporting.
- Process improvement and development of PMO and Project Management processes.
- Setting up a PMO function, best practice, training documentation, videos and templates.
- Training and mentoring junior project controllers.
- Training Project Managers on company systems, software and processes.

**QUALIFICATIONS**

- APM PFQ
- APM PMO Practitioner
- APM Project Planning and Control (in progress)

**WORK EXPERIENCE**

- Allan Webb / Dec 2021 - Present (SC security clearance)  
PMO Coordinator
- QinetiQ / Nov 2019 -Dec 2021 (SC security clearance)  
Principal Project Controller
- BAE Systems / May 2010 -Aug 2019 (SC security clearance)  
PMO Lead (2018-2019)  
Project Support Team Lead (2016-2018)  
Project Support Coordinator (2014-2016)  
Project Support Administrator (2010-2014)
- Lockheed Martin / Aug 2007 -May 2010 (SC security clearance)  
Facilities and Export Coordinator

**Allan Webb / Dec 2021 - Present (SC security clearance)**

**PMO COORDINATOR**

Serving as a PMO Coordinator and working with the Head of PMO with setting up a brand new PMO function at Allan Webb. My time is split between process improvement and development, whilst simultaneously delivering project controls support to all areas of Allan Webb. Once a process has been created, tested and rolled out by the PMO, I use it within the Project Controls support I provide to the Project Managers. Day to day responsibilities include :

- Investigating and understanding existing company processes and providing process improvement solutions, or creating a new PMO process.
- Creating PMO templates (PMO Charter, Business Case, Roadmap, RACI, financial tracking, checklists, PMO service catalogue and action logs)
- Creating best practice, training documentation, videos and facilitating training sessions on Project Management, PMO processes and company systems and software.
- Providing Project Controls support across all areas of the business, with project reporting, data analysis, forecast vs actual reporting, invoicing support, timesheet monitoring and project closure.

**QinetiQ / Nov 2019 -Dec 2021 (SC security clearance)**

**PRINCIPAL PROJECT CONTROLLER**

Served as a Principal Project Controller for the Land and Weapons Business Area. Responsible for the delivery of Project Controls within the IDT. I worked alongside 12 Project Managers, independently working on 30+ complex MOD contracts, supporting them with light touch or complex Project Controls support. Day to day responsibilities included :

- Creating and Maintaining Excel spend tracking to gain better visibility of the performance of a project. Tracking where hours and costs are being spent and monitoring over and under spend. Reporting these findings to the Project Manager with potential solutions and agreeing next steps.
- Raising Purchase Orders, invoices, running and analysing financial reports, bidding packs and Project Reporting Packs. Reviewing budgets, Risk and Contingency.
- Scheduling and Planning, creating and maintaining projects within PPM (Microsoft Project). Importing actuals and reviewing and adjusting future forecast.
- Creating training and onboarding documentation for the smooth induction of new Project Controllers into the team. This included creating a 200 page step by step Project Controls training guide.
- Identifying areas within the IDT where Project Controls can be streamlined or adapted to better

suit the needs of a contract.

**BAE Systems / May 2010 -Aug 2019 (SC security clearance)**

**PMO LEAD (2018-2019)**

Served as a Project Management Office Team Lead for the Financial Services Business Area. Day to day responsibilities included:

- Identifying and streamlining PMO processes for the FS Business Area. Provided best practice guidance on project management processes.
- Supported project delivery with SAP WBS project set ups, invoicing, creating PO's, project closures, credit notes and month end sales closures
- Creating and maintaining forecasting, budget, spend and invoicing excel trackers.

**PROJECT SUPPORT TEAM LEAD (2010-2018)**

Worked my way up from Project Support Administrator and Project Support Coordinator. Served as a Team Leader for a Global Project Admin Team. Day to day responsibilities included:

- Line Management of the Malaysian admin team, hiring, training, performance management of team members and managing team workloads.
- Handled SAP, bidding and Sales Force administration and coordination. Supported Project Managers with contract, project administration and Work Breakdown Structure creation.

**Lockheed Martin / Aug 2007 -May 2010 (SC security clearance)**

**FACILITIES & EXPORT COORDINATOR**

Served as a Facilities Coordinator, provided comprehensive facility, administrative, Bid, meeting and export support. Day to day responsibilities included:

- Event planning, building management, scheduling building works and refurbishments, liaising with contractors to ensure the accurate completion of building maintenance.
- Provided Export documentation for employees travelling abroad, ensuring strict compliance of export laws and regulations.
- Managed all environmental, recycling and waste management of the Farnborough office.