



ANDY KELK

Project Manager

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Project Manager with over 25 years of Production Manager experience creating and delivering high profile Broadcast Television for the benefit of all stakeholders.

PERSONAL STATEMENT

I am a respectful, reliable and passionate individual with a dry sense of humour and appreciation of both the “bigger picture” and management processes to create the required and profitable deliverables.

My strengths lie in people management, collaboration and negotiation with the ability to develop and motivate the project team through interpersonal skills, assessments and team building activities while keeping the project on the critical path, maintaining the company objectives to enable a “win win” scenario.

EMPLOYMENT & PROFESSIONAL DEVELOPMENT HISTORY

(Please visit www.andykelk.com to view previous employment)

PMI/Learning People/KPL

April 2016 – Present

Job Title: Mature Student / Project Manager

- Successfully studied and qualified for the Prince2 and CAPM Project Management certification
- Project managed the revamp and onward profitable sale of Kent located Property for KPL

Indigo Television

Jan 2016 – March 2016

Job Title: Production/ Project Manager

- Negotiated fair and hard with facility companies to achieve profitable margins while remaining within scope and deliverable time frame.
- Kept a tight grip on the filming schedule, quality and scope while monitoring and controlling budget restrictions
- Maintained high project team morale to achieve a “win win” scenario for all concerned.

Mac Pictures / Discovery

April 2015 – Sept 2015

Job Title: Production / Project Manager

- Managed communication channels between the USA production company and the UK project team
- Observed and maintained well practised organisational systems and structures for the project to work within.
- Responsible for developing & exercising health and safety, risk assessments and security policies as required.

QUALIFICATIONS

Certified Associate in Project Management (CAPM)	PMI	Year completed 2017
Prince2 foundation certified	EXIN	Year completed 2017
Diploma in Stage-management	University of London - Central School of Speech & Drama	Year completed 1982
5 GCSE Grades A - C	Hills Rd Sixth Form college, Cambridge	Year completed 1978

PROFESSIONAL DEVELOPMENT

Competent in Microsoft Office, BBC health and safety / Equal opportunities training, Prince2 and Certified Associate of Project Management (CAPM) certification.

OTHER INFORMATION

Full, auto/manual, clean, UK and Abu Dhabi driving Licence, valid passport. Experience working in Nigeria, USA, Spain, Borneo, Abu Dhabi and Australia.

CAREER OVER VIEW

1992 - Current day	Production / Project Manager	Freelance
1987 - 1992	Senior Floor Manager / 1 st Assistant Director	LWT
1983 - 1987	Floor Assistant	Thames Television
1982 - 1983	Theatre Stage Manager	Freelance

SKILL MATRIX

Live event management | live event production | production management | production development | schedule management | schedule development | events coordination | project management | project delivery | full project lifecycle | people management | team development | relationship management | budget control | budget delivery | budget management | problem management | issue resolution | talent management | client engagement | client management | production scheduling | prince2 /CAPM

OTHER RELEVANT ACHIEVEMENTS

1993 Set up and co-managed corporate event company "Longfellow Productions Ltd"
Key member of the initial highly profitable "I'm a Celebrity-Get me out of here!" development team.

HOBBIES AND INTERESTS

- While not working on projects and productions I enjoy theatre and live events, DIY, gardening, dog walking and flying, as a passenger, to foreign countries. I am a qualified PADI diver and enjoy Rugby Union having played for Sevenoaks and travelled to Sydney to watch England beat Australia at the 2003 Rugby World Cup.
- Completed 5 parachute jumps with the Red Devils
- 1978/79 Launched and ran the initial East Anglian "Beaver Lodge" part of the Scouting Movement for 6-8 year olds
- Lighting Designer for the Cambridge Folk Festival Main Stage working for lighting company JPL

MANAGEMENT STRENGTHS & STRATEGIES

- Processes the ability to develop and managed projects through the initiation, planning, monitoring and deliverable phases.
- Capable of resolving project team issues through conflict management and respect
- Ability to view the "bigger picture" while running several successful and profitable projects simultaneously to ensure company goals are met.
- Considerate individual who recognises team members strengths in order to encourage personal development for the benefit for all concerned.

Please note: I consent to you keeping my details on file and distributing for employment purposes.

Andy Kelk : Project Manager : Dartford Kent : 01322 294291 : 07836 738368: andy@kpl.org.uk