**UTKARSH MANOCHA**

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**PROJECT MANAGER HIGHLIGHTS**

* Certified Scrum Master and Prince2 Practitioner with over 3 years’ experience in leading the delivery of strategic projects, $100k - $10m, for federal and state government clients.
* Managed the end to end supply and installation of solar power systems for over 2500 Aboriginal properties within the time and allocated budget.
* Developed business proposals for various clients including the Department of Defence, Australian Maritime Safety Authority, and NSW State Emergency Service, among others, that led to winning tenders’ worth +$4m.

**TECHNICAL SKILLS:** Project management | Planning | Change management | Reporting | Microsoft Project | HubSpot

**EXPERIENCE**

**ABORIGINAL HOUSING OFFICE** SYDNEY, NSW

*Project Manager*  *June 2021 – Present*

* Led the installation of solar power systems and air conditioners at 2500+ Aboriginal properties by managing a team of 8 sub-contractors across NSW.
* Developed and implemented a new monitoring system that improved subcontractor reporting by ~60%. This played a pivotal role in reducing tenant complaints and enquiries.
* Facilitated COVID-safe training for a team of 40 installers, resulting in 100% compliance with safety protocols, and 80% safety satisfaction score by the tenants.
* Delivered fortnightly project status updates to the Project Sponsors to highlight any critical risks and mitigation strategies.

**NSW DEPARTMENT OF PLANNING, INDUSTRY, AND ENVIRONMENT** SYDNEY, NSW

*Assistant Project Officer*  *November 2020 – May 2021*

* Launched a monthly newsletter for 380+ staff members in the Science, Economics, and Insights Division using HubSpot. The average open rate of the newsletter was ~45%.
* Led the project to improve the application of Microsoft Office 365 products by conducting Training Needs Analysis across the division and procuring partners to deliver workshops.
* Secured project approval to implement improvements to the divisional biodiversity program by developing a proposal in collaboration with principal economists and senior stakeholders.

**NOETIC GROUP** CANBERRA, ACT

*Management Consultant*  *August 2018 – November 2021*

* Delivered strategic and operational projects for Federal and state government clients as part of a consulting team comprising of principal consultants, graduates, and subject matter experts.
* Developed award-winning proposals securing project tenders worth $4 million.

Signature Project 1: Developed a Statement of Capability for the Australian Maritime Safety Authority (AMSA).

* Consulted with national regulators, industry associations and emergency services to develop project methodology.
* Identified and addressed 7 capability areas for AMSA through co-design workshops with the reference group, resulting in actionable recommendations to enhance operational efficiency.

Signature Project 2: Evaluated the function of 8 leadership roles at NSW State Emergency Service, following bushfires.

* Conducted a legislative review of these roles with the NSW Emergency Management legislation and state level policies.

**EDUCATION & OTHER**

**AUSTRALIAN NATIONAL UNIVERSITY** CANBERRA, ACT

*Master of Finance*  *July 2015 – June 2017*

**DELHI UNIVERSITY** DELHI, INDIA

*Bachelor of Arts (Economics Honors)*  *June 2012 – June 2015*

**INTERESTS:** Level 4 Improv Performer | Theatre | Basketball | LinkedIn