



Naomi Freeman

Project Manager

📍 London, UK

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Languages

English (Native)

About

Delivery focused project manager with a proven track record in the management of client, community and business development projects across private and third sectors. Having delivered a range of complex and challenging projects including product development, client team development journeys and global training programmes, I have built a full-cycle project skillset from business case writing and project planning to risk management, resource planning and stakeholder management – allowing me to confidently deliver agreed results within budget and deadlines.

BRANDS WORKED WITH

Abracademy

Choice Support

Groundwork London

Reed in Partnership

Solent Mind

Turning Point

Experience



● Project Manager

Abracademy | Sep 2021 - Now

Responsible for leading and delivering all client and internal projects for a learning and development provider, managing internal and external stakeholders to achieve project outcomes. Key Responsibilities

- Successfully deliver client projects, locally and globally, from proposal to completion
- Use agile project management and CRM tools for strategic planning and delivery
- Bring multi-disciplinary, global project teams together, ensuring time and energy is used efficiently
- Lead on product development projects, managing teams of stakeholders to achieve outcomes on time and to budget
- Nurture corporate client and stakeholder relationships to win repeat business and expand our reach Key Achievements
- Improved team productivity and efficiency by implementing a new project management system
- Won the tender for a global programme with a leading international record label
- Increased freelancer retention by 50% by developing a freelancer management system
- Reduced proposal turn-around time by 25%, by creating and implementing resource databases
- Managed product teams to create 3 new, scalable products, based on client need and learning and development trends, to expand our offer and grow the business



● Project Manager

Groundwork London | Mar 2019 - Sep 2021

Managing all community projects for older people across North and East London, meeting sustainability requirements, within strict budgets and deadlines. Key Responsibilities

- Work with finance, fundraising and senior management teams to win tenders and funding
- Operationalise projects that our team successfully attained funding for
- Build and maintain working relationships with funders, stakeholders and delivery partners including Local Authority and CCG's
- Event management
- Develop monitoring and evaluation strategies
- Write funder reports that showcase project success and learning Key Achievements
- Overcoming challenges presented by the COVID-19 pandemic in a community-based project and exceeding project outcomes
- Winning multiple funding bids for a diverse range of projects
- Creating successful and sustainable legacies for projects that reached completion



- **Health and Wellbeing Manager**

Reed in Partnership | Apr 2017 - Mar 2019

Working within the return-to-work team, developing and facilitating a range of health, wellbeing and soft skill workshops and one-to-one support for clients.



- **Health Trainer**

Turning Point | Mar 2016 - Apr 2017

Providing one-to-one interventions to support clients to reach their health and wellbeing goals, using motivational interviewing and personal health plans.



- **Patient Liaison Administrator**

Solent Mind | May 2015 - Mar 2016

Reporting to the Patient Liaison Team Lead and delivering a wide range of administration activities.



- **Support Worker**

Choice Support | Jan 2013 - May 2015

Supporting adults with learning disabilities to lead full and independent lives.