

Patrick Fava
Administration and Finance
/ Project & Portfolio Management

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Unconditional right to work in the EU

Key Strengths	-> Communication/ interpersonal skills; organized/ able to prioritize; thorough/ attentive to details -> Organizational versatility (portfolio management; general and financial administration; processes, tools and templates development; business improvement; coaching and training) -> End-to-end project management (needs, requirements and constraints definition; proposal development and review; project setup, implementation, monitoring and reporting)
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Latest Employment and Expertise Areas / Responsibilities

• **Jul 16 – Apr 22** **Administrative & Financial Manager – Aide à l'Enfance de l'Inde et du Népal**

Administrative and financial management, and support to the Executive Director, the Board and the volunteers

- Organization
 - Office and other organizational/project management tools/templates and processes/procedures/guidelines setup and improvement (development, standardization, streamlining); assistance to the Director/Board with internal communication; office maintenance and procurement; documents and database management
- Finance
 - Accounting and audit coordination; assistance to the Director/Board with financial planning/strategy; donations and running expenses tracking and reporting; invoices and receipts management; cost control
- Projects
 - Assistance to the Director with project and portfolio development, management and oversight; international funds transfers and project cost tracking and reporting; funds requests to the Ministry of Foreign and European Affairs; hands-on supervision of 3 projects; project proposal development; support to volunteers
- Communication
 - GDPR officer; formal external communications drafting/translation/proofreading (French / English); implementation partners relationship management
- Fundraising
 - 'Payroll Giving' solution supervision; funding proposal development and reports to institutional donors

• **Sep 13 – Sep 15** **Project / Portfolio Management & Assurance Specialist – Virgin Australia Airlines**
 / Feb 10 – Sep 11

Support to the Operational / Commercial Group Portfolio Manager with managing the delivery of the Group's strategy

- Support to the Portfolio Manager with the oversight of all projects within the Group
 - Pipeline management and budget forecast; project and budget validation, monitoring and reporting; portfolio reprioritisation; Portfolio Management processes development
- Support to the Group's individual departments
 - Setting up projects to succeed; Project Management coaching and training; business improvement
- Hands on delivery of strategic, confidential, high visibility and/or urgent, 'make it happen' -type projects

• **Oct 11 – Jun 13** **Entrepreneur – INSAVIA**

Business start-up – setup of an aviation training institution in India in direct partnership with and for the specific needs of customer airlines. Conducted extensive research, completed a solid business case, and convinced some government and private stakeholders, however insufficient and environment unfavourable – endeavour abandoned.

• **Jun 09 – Feb 10** **Enterprise Project Management Coordinator – Virgin Blue Airlines**

• **Jul 07 – May 09** **Program Coordinator / Acting Project Manager – Vaustralia Airlines (start-up)**

• **Nov 06 – Jun 07** **Assistant Project Officer (internship) – Virgin Blue Airlines**

Additional Key Expertise Areas and Skills

Management (project and operational)

- Communication -> Communication facilitation and issue resolution; executive reporting; communication strategy and processes setup
- Risk -> Risk management
- Scope -> Approach definition; work packaging; change management
- Quality -> Post-implementation review; benefits realisation planning and assurance
- Cost -> Budgeting; cost avoidance and control; synergies generation

Language skills

- French -> Native
- English -> Bilingual
- German -> Basic oral and writing skills
- Italian -> Basic oral and writing skills

Computer literacy

- Good knowledge of the Microsoft Office suite (including Visio); GIMP; internet research
- Good understanding and command of Microsoft Project; Microsoft Project Server; DAPTIV

Education / Extracurricular

- Sep 2007 Certified Associate in Project Management
Professional certificate from the Project Management Institute (PMI)
- Jun 2006 Master in Aviation Management (coursework: 6.4 GPA/7.0 scale)
Griffith University – Brisbane, QLD (Aus.) Airline and Project Management focus
Thesis topic: TBA – Thesis to be completed
- Jan 2005 Professional Certificate in Management of Men and Organisations (Grade 'Very Good')
Nancy Institute of Commerce (ICN) / Luxembourg Chamber of Commerce
Thesis topic: Challenges of a manager when taking over a department
- May 2004 Bachelor of Sciences in Aviation Management (3.76 GPA/4.0 scale)
Euro-American Institute of Technology (SKEMA Business School - France - 2 years)
Florida Institute of Technology (USA - 2 years)
Student Union Board president (2000-02); French Association treasurer (2002-04)

Non-professional Interests

- Personal development Complete physical personal training; mindfulness practitioner
- Charity Volunteering in Indian slums; financial donations; light activism
- First aid Certified First Aider (Australia)

References, Congratulations, French version

- References and congratulations addendum upon request
- French résumé upon request
- <https://www.linkedin.com/in/patrick-fava-16b7301>

