

KYA HUSSEY

BACKGROUND INFO

Corporate and government experience. I work hard to maintain high standards in both my academic and work life.

RELATED SKILLS

- Research and planning
- Customer service
- Effective communication
- Time management
- Excellent organisational skills

HOBBIES & INTERESTS

- Surfing
- Swimming
- Reading

EDUCATION

BSC (HONS) | 2026

- Project Management 2:1

A-LEVEL | 2020

- A Law , B History , C English Literature

GCSE | 2018

- History 6 , Design & Technology Graphics B Combined Science 5,5 Maths 4
- English Literature 5, English Language 5 English Spoken Language Distinction. Religious Education 5

RECENT EXPERIENCE

Freelancer

Project and Delivery Specialist

<https://kyahussey.com> | 2025- PRESENT

- Partner directly with SME and corporate clients to translate high-level operational challenges into structured project delivery roadmaps.
- Author value-for-money appraisals and procurement route evaluations to secure funding and executive sign-off.
- Build light-touch PMO governance frameworks, custom RAID logs, and change-control processes tailored to client scale.
- Rapidly embed into client teams across engineering, healthcare, and corporate sectors to clear delivery bottlenecks.
- Review third-party supplier constraints and monitor milestone delivery using commercial CPM principles.

UKAEA

Project Manager L6 Apprentice

Campus, Culham, Abingdon OX14 3DB | 2021-2025

- Led day-to-day delivery of engineering workstreams for fusion energy programmes (STEP and ITER) using APM-aligned project management methodologies,
- Managed multi-million-pound project budgets by tracking expenditure against forecasts, analysing variances, and implementing cost-control measures.
- Built detailed project schedules, identified critical path dependencies, and allocated technical resources across engineering teams.
- Developed Project Management Plans (PMPs) and produced weekly executive dashboard presentations using MS Excel and PowerPoint.
- Applied CPM (Contract & Project Management) principles to coordinate technical contractors and monitor supplier delivery milestones.

Elysium Healthcare

Clinical Administration

190 Barnet Rd, Potters Bar EN6 2SE | 2020-2021

- Coordinated clinical teams (MDT), senior managers, and external partners to ensure smooth service execution.
- Managed complex shift rotas and allocated agency staff to maintain optimal capacity and lower operational risk.
- Tracked unit spending, audited patient fund accounts, and processed vendor invoices for tight budget control.
- Streamlined administrative workflows and reporting systems to improve efficiency across care units.
- Compiled reports on staffing, compliance, and unit activity to support leadership decision-making.
- Facilitated cross-departmental meetings, minuted clinical reviews, and drove action items to completion.

RECENT EXPERIENCE

Better Gym & Leisure Centre Lifeguard and Swim Instructor

Southbury Leisure, Enfield | 2018-2021

- Directed safety operations and risk assessments to ensure continuous compliance with health standards.
- Analysed facility usage trends to optimise pool schedules, improving lane availability and customer throughput.
- Designed and adapted tailored learning frameworks to meet individual client needs and skill levels.
- Led crisis resolution and emergency response protocols, maintaining composure under high-pressure scenarios.
- Tracked participant progression metrics to provide actionable feedback and drive program completion rates.
- Managed cross-functional communication between parents, facility staff, and management to resolve operational issues.
- Gathered user feedback from clients and patrons to identify pain points and refine lesson delivery methods.

EA Law Solicitors Office Assistant

London EC3A 7JB | 2017-2017

- Streamlined office workflows and document tracking to boost overall efficiency.
- Coordinated communications and case files across solicitors, clients, and legal partners.
- Ensured strict compliance with GDPR, legal regulations, and data protection rules.
- Managed vendor relationships, inventory, and invoicing to control office costs.
- Tracked critical legal deadlines and managed complex team calendars.
- Audited digital and physical case files to ensure full audit readiness.
- Resolved operational bottlenecks as the main support contact for the legal team.

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