



# Charlene Burleigh

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## Profile

- Charlie has a proven track record as an energetic and agile Project Manager with extensive experience in the Defence sector spanning 18 years.
- Her experience in the Defence and public sector includes complex multifaceted Project Management (PM) and Business Development (BD) opportunities. Charlie prides herself in Managing key strategic opportunities at all phases of the project lifecycle, be that from the inception of the “idea”, through capability statement/business case, go/no go, proposal development and delivery, Project Management delivery, Project close (HOTO), and Lessons learnt.
- She is experienced in how to manage the security responsibilities of being a Defence Industry Services Partner (DISP). As such, can write tender responses for security responsibility and management and the running of day-to-day security company wide.
- Her highly developed skills to interpret project and stakeholder needs has facilitated her to problem solve any issue that may arise, she is often given the “difficult projects” as she always finds a way to deliver successfully.
- Charlie has proven experience in the tactical and strategic planning of activities to achieve timely outputs. This ensures she progresses projects smoothly, and with comprehensive risk mitigation strategies in place during all phases of the project lifecycle.

## Career History

- **AECOM Australia**  
**Defence/ Project Manager**
- **QinetiQ**  
**Senior Consultant**
- **Babcock Australasia**  
**Project Controls Specialist**  
**Security Manager**
- **Royal Australian Navy (RAN)**  
**Joint Electronic Warfare Support Unit**  
**Tactical Electronic Warfare Support**

## Technical Skills and Qualifications

- Bachelor’s in government and Public Management,
- Diploma of Project Manager
- Diploma of Business Management
- Diploma of Human Resource Management
- Deltek Open Plan Professional
- Six Sigma Yellow Belt Change Management,
- Defence Security Officer
- Leadership Program (Royal Australian Navy)
- Advanced Electronic Warfare
- Member Australian Institute of Project Managers

