



Amelia Hart

Environmental Project Manager

-  amelia@example.com
-  +1 (202) 555-0116
-  Melbourne, Australia
-  amelihart.example.com

Skills

Environment

Carbon accounting, Impact assessment, Biodiversity

Delivery

Project planning, Risk management, Procurement

Tools

GIS, Excel, Power BI

Education

University of Melbourne

MSc

Environmental Management

2013 – 2017

Certifications

PRINCE2 Practitioner

2024

PeopleCert

Languages

English

Fluent

French

Conversational

Community

Community Skills Network

2023 – Present

Coordinate monthly habitat restoration days and train volunteers in safe field monitoring.

Interests

Coastal hiking

Summary

Environmental Project Manager with eight years of experience in climate and environmental programmes. Combines thoughtful problem solving with hands-on delivery, clear communication and a strong focus on measurable outcomes. Trusted partner to multidisciplinary teams, with a track record of turning complex challenges into practical improvements for customers and colleagues.

Experience

Greenline Advisory

Melbourne, Australia

Environmental Project Manager

2022 – Present

- Managed a portfolio of six decarbonisation projects for local government and infrastructure partners.
- Built emissions baselines and practical transition plans covering 84 facilities and a fleet of 320 vehicles.
- Secured stakeholder agreement on a phased investment roadmap projected to cut operational emissions by 34%.

Coastal Futures

Melbourne, Australia

Environmental Project Coordinator

2019 – 2022

- Coordinated coastal restoration programmes with ecologists, contractors and community volunteers.
- Improved project reporting and risk escalation, delivering 95% of milestones within agreed timeframes.
- Prepared evidence-led funding applications that secured AUD 1.8m for habitat restoration and monitoring.

Westbridge Partners

Melbourne, Australia

Associate, Climate and environmental programmes

2017 – 2019

- Supported client projects from research and planning through delivery, building a strong foundation in climate and environmental programmes.
- Maintained accurate project documentation, coordinated stakeholder feedback and presented clear recommendations to senior colleagues.

Projects

Neighbourhood Climate Dashboard

2025

Turned complex emissions and biodiversity indicators into accessible public reporting. Piloted with three councils and refined through resident feedback.

Team Knowledge & Practice Library

2024

Developed practical templates, examples and onboarding resources for climate and environmental programmes. Shared lessons through monthly peer sessions and made proven approaches easier to reuse.

Sustainable Procurement Guide

2023

Created practical supplier assessment criteria and purchasing guidance for council teams. Combined environmental evidence with cost and delivery considerations, making lower-impact options easier to compare and select during routine procurement.