

# Gary White

## Project coordinator

### AREAS OF EXPERTISE

*Project coordination*

*Risk management*

*Quality assurance*

*Performance reviews*

*Tenders*

*Procurement strategy*

*Execution planning*

*Organization, planning and  
priority setting*

### PROFESSIONAL

*Prince 2*

*NVQ in Marketing*

### PERSONAL SKILLS

*Effective time management*

*Multi-tasking*

*Pro-active*

### PERSONAL DETAILS

*Gary White  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A results driven, self-motivated and resourceful project coordinator with an in depth understanding of all aspects of project coordination and implementation. Experience of supporting the delivery of new and existing products and business enhancements that enable individuals and organisations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems and developing business.

Now looking forward to a making a significant contribution with an ambitious company that offers opportunities for progression.

### WORK EXPERIENCE

#### *Food Distribution Company – Coventry*

PROJECT COORDINATOR June 2008 - Present

Overseeing and coordinating the day to day running of projects by assisting project managers and senior managers. Also involved in the development, updating and monitoring of business and action plans.

#### *Duties:*

- Assisting and supporting the Project Manager in their daily duties.
- Ensuring that relevant management information is captured and analysed.
- Providing project support to senior Project Managers.
- Reviewing the efficiency and effectiveness of service delivery.
- Responsible for handling the projects finances.
- Acting as administrative support to Project Managers and Directors on projects.
- Identify, analyze, prioritize, mitigate and communicate project risks.
- Helping the Contract Manager with the development of operating procedures.
- Writing up documentation for safety procedures.
- Communicating with project manager to report on project status.
- Resolving any financial queries that are raised.
- Involved in Coordinating projects from inception to completion.
- Developing training and briefing material for staff.
- Leading and organizing a team.
- Keeping in close contact with key project members and decision makers.
- Involved in interpreting performance data and translate this into practical improvements.

### KEY SKILLS AND COMPETENCIES

- Self motivated with a flexible attitude, and be able to adapt quickly to change.
- Leading, engaging and building confidence in project staff.
- Having exceptional interpersonal, communication and motivational skills.
- Proven ability to stay within approved budgets, schedules & achieve objectives.

### ACADEMIC QUALIFICATIONS

Project Management Foundation Degree

*Nuneaton University 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central College 2003 - 2005*

REFERENCES – Available on request.

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