

PROJECT COORDINATOR

Highlights

- SKILL SUMMARY
- I have well developed Time Management skills
- I work to a very high standard, with an eye for detail, goal orientated.
- I have excellent communicate skills
- I establish and maintain effective cooperative working relationships with people of all levels
- I am enthusiastic, passionate, motivated, honest & a reliable team player
- I work from a Strength base focused in problem solving
- I have well developed computer skills in MS Office, Excel, Power Point and Internet.
- I actively look for opportunities to develop my skill base.

Experience

Project Coordinator Current

Company Name

- Develop/maintain project schedule information - using MS Project 2013
- managing day to day work priorities of the project manager and the team
- facilitating project resources - using Demand & Supply tool
- Develop/maintain risk registers and escalating issues - using
- communication with stakeholders
- managing the budget for the project - using SAP Guri
- facilitate meetings
- event management for training, meetings for the team and stakeholders
- Monthly reporting to Investment board and Portfolio Office Previous Telecom NZ Ltd - Business Process Co-ordinator:
- set up new WBSE for Capex and Opex Projects
- arrange set up new activity codes for new employees
- Health & Safety rep for the team
- coordinate staff moving to a new building
- Set new contractors up equipment, access to network & buildings
- maintain contractor details e.g. end dates/extensions
- create and manage Purchase Orders for contractor payments
- arrange travel & accommodation for managers
- event management - catering, bookings & rooms
- team purchases for team
- manage access to online documents system
- coordination of meetings: agenda preparation, audio & video conference set up & minute taking Project Manager - Birthright Wellington:
The purpose was to project manage a pilot to enhance working relationships with the Government Department - Child Youth & Family and non-Government agencies that worked closely with families and children by:
- establishing the Differential Response principals and strengthen collaboration with agencies
- facilitate cross agency training to up-skill workers in Government and non-Government agencies.
- develop and implement a new way of working
- communication with stakeholders
- managing the budget for the project Te Rito Co-ordinator:
- co-ordinate and facilitate groups
- assess, monitor and input Police reported family violence incidents
- facilitate case management meetings agencies.
- Organise and facilitate monthly networking meetings
- set strategic plan â—| project manage plan for coming year â—| monitor it on a three monthly basis.
- project manage Community Action Fund â—| media and awareness campaigns â—| ran weekly half hour radio show with guest speakers from agencies â—| Organise events day activities.
- Quarterly reporting to Ministry of Social Development â—| monthly reporting to management group â—| Wellington Ending Abuse & Violence board of trustees
- managing the budget for the project Strengthening Families (SF) Co-ordinator - Hutt Valley.
- Convene, facilitate and monitor SF Meetings from initial meeting and all reviews until closure.
- Maintain & record meeting information as well as review details in an effective and timely manner.
- Write reports and monitor statistics monthly for management team
- Promote and present SF process to government & community agencies
- Organise, deliver facilitation training to staff
- Co-ordinating / Supervise Facilitation staff members
- Undertake project work that is needed in the community, where SF can be of assistance to families/whanau and young people.
- Maintain a small discretionary fund.

Teller / Investment Advisor Co-ordinator 07/1996 to 12/1999

Company Name

- Head Teller/ Teller Duties Take care of trust money, order & send back cash as required, balancing daily cash
- Provide quality customers service, promoting bank products
- Reconcile ATM Machine
- Co-ordinate Advisors throughout the country
- Organise venues, accommodation, travel & catering
- Make up Induction packs & arrange all stationery for new Advisors
- Do Monthly statistics on each Advisor & Quarterly Reports
- Check Investment plans written by Advisors & return them for the client within timeframe.

LINZ - Customer service, WINZ Call Centre, Wine & Food 01/1989 to 01/1996

Company Name From 1989 to 1996 I worked in a different number of positions to fit my lifestyle as I was raising a young family. This included Ministry of Justice-payroll, Superannuation Services, Westpac- support service, National Bank-updating customers information project work, LINZ - Customer service, WINZ Call Centre, Wine & Food tasting, Volunteer Community Work - Women's Refuge Crisis Line and Victim Support.

Education

Diploma : Health & Human Development, Frontline Management 2012 MS project Task Management 2010 March 2012 NZ Certificate in Frontline Management Facilitating Adult Learning & Training papers Presenting with Impact Treaty of Waitangi Social Policy papers Client centred Practice Skills for Life First Aid Course Privacy & Official Information Act Group Facilitation Facilitation & Advanced Training Introduction to Small Business Management Marketing & Selling, Business planning Book-keeping & Records, Taxation Finance marketing & Presentation, Legal aspects Computer Skills, Selling & Presentation Skills Supervision Workshop Diploma in Health & Human Development - 6 papers 1) Human Development 2) Social Psychology 3) Counselling 4) Stress Management 5) Loss Grief & Dying 6) Communication

Certifications
First Aid Course NZ Certificate in Frontline Management

Affiliations

Volunteer Community Work - Women's Refuge Crisis Line and Victim Support

Skills

Customer Service, Payroll, Receptionist, Retail Sales, Statistics, Cash, Induction, Microsoft Project, Ms Project, Training, Adult Learning, Business Management, Business Planning, Finance, First Aid Course, Marketing, Presentation Skills, Taxation, Business Writing, Excel, Intermediate Representation, Ir, Ms Office, Problem Solving, Project Management, Team Player, Time Management, Visio, Visio 2000, Access, Basis, Budget, Case Management, Long-term Disability, Ltd, Networking, Opex, Payments, Project Coordinator, Project Manager, Purchase Orders, Sap, Telecom, Video Conference