

Sam Nguyen

Project Coordinator

Footscray, VIC · sam.nguyen@example.com · 0491 570 156 · linkedin.com/in/example ·
Australian citizen · Full driver licence

CAREER SUMMARY

Project coordinator with seven years in construction and water utilities. I keep schedules, budgets and paperwork on track for site teams, and I'm looking for a coordinator role on infrastructure projects in Melbourne.

KEY SKILLS

Project: Scheduling, Subcontractor management, Contract variations, Budget tracking, WHS records
Tools: Procore, MS Project, Excel, SharePoint

EMPLOYMENT HISTORY

Project Coordinator February 2021 – Present

Bayside Build Group · Melbourne, VIC

- Coordinate schedules, subcontractors and permits for 4 to 6 commercial fit-outs at a time, worth up to \$3 million each.
- Built the weekly progress report used by 3 project managers, cutting their reporting time by about 4 hours a week.
- Moved site inductions and safety records from paper to a shared system; every site passed its 2024 WorkSafe audit.
- Process around 120 subcontractor invoices a month against contracts and variations.

Administration Officer, Capital Works March 2018 – January 2021

Yarra Plains Water · Melbourne, VIC

- Supported a team of 12 engineers delivering pipe renewal projects across the eastern suburbs.
- Kept the project document register for 30 active jobs and prepared monthly board reports.

Customer Service Attendant (part-time, while studying) June 2015 – February 2018

Southbank Cinemas · Melbourne, VIC

- Trained 8 new staff on ticketing and the candy bar, and opened the venue on weekends.

EDUCATION AND TRAINING

Bachelor of Business, Management 2018

Eastbank University

Certificate IV in Project Management Practice 2022

Eastbank TAFE

LICENCES AND CERTIFICATES

Construction Induction (White Card), WorkSafe Victoria 2021

Provide First Aid (HLTAID011), St John Ambulance Valid to March 2027

VOLUNTEERING AND INTERESTS

- Volunteer run director at a local Saturday parkrun since 2022.

REFEREES

- Alex Morgan, Project Manager, Bayside Build Group · 0491 570 157 · alex.morgan@example.com · my manager since 2021
- Priya Shah, Capital Works Lead, Yarra Plains Water · 0491 570 158 · priya.shah@example.com · my manager 2018–2021