

SUMMARY

Project Coordinator with hands-on experience coordinating multi-site construction and refurbishment projects. Skilled in project planning, subcontractor management, budgeting, and risk mitigation, with a strong track record of delivering projects on time and within budget. Adept at building stakeholder relationships and implementing and tweaking new processes. Self-funded APMPFQ, SMSTS and IOSH Managing Safely qualifications, as well as a CSCS Green card. Proficient with Microsoft365 suite, BigChange and Monday.com for CRM and project tracking.

Out of work some of my hobbies include playing golf, padel, travelling, and attending live music events.

CORE COMPETENCIES

- **Project Planning & Scheduling** – Developing project schedules, creation of construction phase plans, defining milestones, and tracking delivery against strategic goals.
- **Health & Safety Leadership** – Ensuring compliance with CDM 2015, preparing RAMS, site audits, and embedding a culture of safety first.
- **Risk Management** – Identifying, mitigating, and monitoring project risks to keep delivery on track.
- **Continuous Improvement** – Working with internal and external stakeholders to refine processes and enhance project outcomes.
- **Stakeholder & Relationship Management** – Building effective internal and external partnerships, skilled communicator at all levels (B2B & B2C).
- **Leadership** – Leading and mentoring colleagues and subcontractors, from onboarding and deploying subcontract labour through to mentoring new staff on systems and compliance, driving performance and accountability across teams.
- **Critical Thinking** – Able to calmly analyse a situation or problem and find the most efficient and cost effective solution.

CAREER HISTORY

Synergy Excel Group Ltd, Canterbury
Interim Transport and Project Coordinator | April 2026 – Present

Synergy Excel Group Ltd specialise in the collection, transport, recycling and disposal of waste, primarily within the hazardous and repatriatable gas industry.

Key Contributions:

- Coordinated the end-to-end shipment of regulated waste for the MOD from the Falkland Islands to the UK, managing transport planning, quotations, and stakeholder communication.
- Prepared Annex VII documentation to ensure compliant waste importation and coordinated bookings with UK waste treatment facilities.
- Liaised with clients, shipping agents, transport providers, and waste off-takers to ensure smooth project delivery and resolve operational issues.
- Tracked project progress, maintained documentation and provided regular updates to stakeholders using Monday.com to ensure timely and successful completion.
- Reviewed and streamlined documentation creation processes to improve efficiency and compliance.
- Pre-planned works by scheduling collections and route planning in consultation with drivers and the transport manager to agree timings and minimise operational disruption.
- Liaised with internal and external stakeholders as well as third parties to coordinate site access and daily operations, ensuring smooth operations.
- Reviewed risk assessments and safety-critical procedures.
- Created procedures for inbound MOD waste and supported business acquisition activity.

CHARLIE GIBBS
RESUME

CONTACT

07932 508131
Folkestone, Kent.
charlie.gibbs7@gmail.com
linkedin.com/in/charlie-gibbs/

ACCOMPLISHMENTS

- Coordinated a multi-site project across 180 Department of Work and Pensions locations, including planning, budgeting, contractor selection, route planning, and reporting structures.
- Successfully launched and operated an online retail business, achieving profitability through effective planning and execution. This involved marketing, budgeting, procurement and data tracking to ensure a consistent profit margin of 30-35%.

QUALIFICATIONS

APMPFQ
Oct 2025
SMSTS
Kentec Training • Sep 2025
IOSH Managing Safely
Kentec Training • Sep 2025
CSCS Green Card
Mar 2026
Category D+D1 Driving Licence
Oct 2018

EDUCATION

BTEC Level 2 in Engineering
Includes Electrical, Mechanical and Product Design • Canterbury College • Sep 2013 - Jul 2014
Level 2 NVQ Diploma in Performing Engineering Operations
Includes Electrical, Mechanical and Product Design • Canterbury College • Sep 2013 – Jul 2014
BTEC Level 2 in Business
The Folkestone Academy • Sep 2012 – Jul 2013
BTEC Level 2 in Sport
The Folkestone Academy • Sep 2012 – Jul 2013
BTEC Level 2 in Creative Media Production
The Folkestone Academy • Sep 2012 – Jul 2013
GCSE English, Mathematics and Science
The Folkestone Academy • Sep 2008 – Jul 2013

BTL Contracts Ltd, Manchester

Projects Co-Ordinator / Assistant Project Manager | March 2025 – August 2025

BTL is a national contractor providing building-related repairs and project services for the Department for Work and Pensions across the UK.

Key Contributions:

- Maintained stakeholder communication with clients, engineers, and contractors to track progress and resolve issues proactively.
- Monitored project budgets and schedules, achieving delivery within agreed timeframes and cost constraints.
- Planned and coordinated multiple repair and refurbishment projects across UK sites, ensuring compliance with client requirements and CDM 2015 regulations.
- Managed subcontractor identification, recruitment, onboarding, deployment, and performance outputs to ensure timely delivery and quality standards.
- Created project schedules, scopes of work, and RAMS documentation to support safe and efficient delivery.
- Organised procurement and logistics of materials, ensuring timely delivery to site, thereby ensuring project deadlines were achieved.

Perishable Movements Ltd (PML), Hythe

Distribution/Import/Export Administrator | January 2022 – January 2025

PML operates a bonded warehouse and customs clearing service for perishable goods.

Key Contributions:

- Processed time-critical customs documentation using the CDS system to ensure smooth import/export operations.
- Coordinated with UK and European clients to ensure compliance with HMRC regulations.
- Planned and routed consignments using Cargowise and Multifreight systems.
- Acted as a key point of contact for lorry drivers, overcoming language barriers to ensure operations ran smoothly.
- Supported warehouse functions, including stock control, loading/unloading, and yard logistics.

Eurotunnel Le Shuttle, Folkestone

Customer Service Agent/Shuttle Bus Driver | September 2015 – January 2022

- Managed safety-critical roles (Agent 5, Agent 6, ADF) to ensure safe loading and dispatch of shuttles.
- Transported lorry drivers safely across site facilities, ensuring compliance with safety procedures.
- Collaborated with multi-functional teams to guarantee efficient passenger flow and adherence to the strict timetable.
- Supported police and security teams in managing undocumented migrant incidents.