

TOM NGUYEN

Project Coordinator | Queensland Government (AO4-AO6)

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PROFESSIONAL SUMMARY

Organised Project Coordinator with 3.5 years of experience supporting delivery of infrastructure, ICT and community projects in Queensland Government. Skilled in project scheduling, reporting, risk registers, stakeholder communication and budget tracking. Experienced with PRINCE2 and Agile approaches, keeping teams and stakeholders aligned. Right to work in Australia; Blue Card current.

PROFESSIONAL EXPERIENCE

Project Coordinator (AO5) Feb 2025 – Present

Department of Transport and Main Roads, Brisbane QLD

- Coordinate a \$8M road safety project with 14 team members, contractors and 6 stakeholder groups.
- Maintain plans, schedules, risk and issue registers and a dashboard reviewed by the project board.
- Track budgets and forecasts, keeping spend within 2% of plan.
- Facilitate weekly status meetings, record decisions and follow up actions.
- Prepare briefing notes and monthly reports for senior managers.

Project Support Officer (AO4) Sep 2023 – Jan 2025

Queensland Health, Brisbane QLD

- Supported 3 concurrent projects with scheduling, reporting and document control.
- Reduced late deliverables by 20% through weekly progress tracking.
- Coordinated user testing and training for a new booking system.
- Managed vendor invoices and purchase orders.

Project Assistant (AO3) Mar 2023 – Aug 2023

Department of Housing, Brisbane QLD

- Maintained project files, meeting minutes and action logs for an 18-person team.
- Prepared presentations and stakeholder updates.

EDUCATION

Bachelor of Business (Project Management)

Queensland University of Technology, Brisbane – 2022

VOLUNTEERING

Event Coordinator 2022 – Present

Brisbane Youth Services, QLD

- Plan fundraising events and coordinate 30 volunteers.

KEY CAPABILITIES

- Project planning and scheduling
- Risk and issue management
- Stakeholder communication
- Budget tracking
- Agile and PRINCE2 methods
- Meeting facilitation
- Reporting and dashboards
- Vendor coordination
- Change management basics

TECHNICAL SKILLS

MSProjectJiraSmartsheetExcel

PowerPointSharePointPower BI

Microsoft Teams

KEY ACHIEVEMENTS

- Delivered an \$8M project within 2% of budget.
- Cut late deliverables by 20%.
- Project Team of the Year, 2025.

TRAINING & CERTIFICATIONS

- PRINCE2 Foundation
- Agile Project Management Fundamentals
- Certificate IV in Project Management
- Queensland Public Sector Ethics Training
- Mental Health First Aid

WORK RIGHTS & AVAILABILITY

Right to Work in Australia

Blue Card current

Availability

4 weeks notice; Brisbane, hybrid or flexible

REFEREES

Available on request.