

JORDAN PATEL

Project Officer | Australian Public Service (APS 4-6)

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PROFESSIONAL SUMMARY

Organised Project Officer with 3.5 years of experience supporting delivery of government projects and programs. Skilled in planning, scheduling, risk and issues management, stakeholder communication and reporting. Experienced with PRINCE2 and Agile approaches, working across policy, ICT and corporate teams to deliver on time and within budget. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Project Officer (APS 5) Feb 2025 – Present
Department of Social Services, Brisbane QLD

- ◆ Manage delivery of a \$6M service improvement project, coordinating 12 team members and 5 stakeholder groups.
- ◆ Maintain project plans, risk and issue registers, and dashboards, reporting to a steering committee each month.
- ◆ Track budgets and forecasts, holding spend within 2% of plan.
- ◆ Facilitate workshops, retrospectives and status meetings and follow up actions.
- ◆ Prepare business cases, project briefs and change management communications.

Project Support Officer (APS 4) Sep 2023 – Jan 2025
Department of Home Affairs, Brisbane QLD

- ◆ Supported 3 concurrent projects with scheduling, reporting and document control.
- ◆ Produced weekly status reports, lowering late deliverables by 22%.
- ◆ Coordinated user testing and training for a new case management system.
- ◆ Managed vendor invoices and purchase orders within budget.

Project Assistant (APS 3) Mar 2023 – Aug 2023
Department of Infrastructure, Brisbane QLD

- ◆ Maintained project files, minutes and action logs for a 20-person program team.
- ◆ Prepared presentations and schedules for senior stakeholder meetings.

EDUCATION

Bachelor of Business (Project Management)
Queensland University of Technology, Brisbane QLD – 2022

VOLUNTEERING

Project Volunteer 2022 – Present
Brisbane Youth Services, QLD

- ◆ Plan fundraising events and coordinate 30 volunteers.

KEY CAPABILITIES

- ◆ Project planning and scheduling
- ◆ Risk and issue management
- ◆ Stakeholder engagement
- ◆ Budget tracking and reporting
- ◆ Change and communication planning
- ◆ Agile and PRINCE2 methods
- ◆ Business case support
- ◆ Workshop facilitation
- ◆ Vendor and contract coordination

TECHNICAL SKILLS

MSProjectJiraSmartsheetExcel

PowerPointSharePointPower BI

Microsoft Teams

KEY ACHIEVEMENTS

- ◆ Delivered a \$6M project on time and 2% under budget.
- ◆ Cut late deliverables by 22% with weekly status reporting.
- ◆ Awarded Project Team of the Year, 2025.

TRAINING & CERTIFICATIONS

- ◆ APS Foundation Program – APS Academy
- ◆ PRINCE2 Foundation
- ◆ Agile Project Management Fundamentals
- ◆ Change Management Practitioner (Prosci)
- ◆ Protective Security Awareness Training

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Brisbane, hybrid or flexible

REFEREES

Available on request.