

Candidate: Eileen Johnston
Charge rate: £35,000 FTC
Availability: Immediate
Location: Berkhamstead
Presented to: G4S
Presented by: Mark Kitchen 02078715500 / 07580066274

Consultant comments:

Eileen was recommended to me for this role. Eileen comes across as a safe pair of hands who understands how to coordinate a project. She works well when delivering something structured and she thrives when working with processes. Eileen has experience of working with organisations who are experiencing audits.

Eileen has strong listening skills, she appears to operate with empathy which will help with the business change adoption, and she is comfortable communicating at all levels. Eileen picks up new systems quickly but doesn't have a deep understanding of the Google suite.

PROFILE

Eileen is a highly motivated and dedicated team player. She has constantly proven her ability to meet deadlines and achieve project objectives and worked for FTSE 100 companies. She enjoys striving to increase efficiency and mitigate potential problems.

- Prince 2 Foundation
- Experienced MS Office Software User
- Experienced Project Coordinator
- Strong Administrator
- HND 3yr Business Information Technology
- OND Business & Finance
- Clean Driving Licence & Car

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- Security Cleared
- Detail orientated
- Logical and relatable

Previously spent a number of years working at Nissan Head Office coordinating signage installations and removals; and as a Property and New Openings Analyst at J D Wetherspoons Head Office

CAREER

Vercity Group

Nov 2021 - May 2022

Project Support Officer

Asset / Facility Management (SC/OS) more information available upon request due to sensitivity of business.

Box Technologies Flytech Ladbrokes/Coral

August 2018 – April 2020

Project Coordinator

Shewas contracted to Box Technologies on the Ladbrokes Coral OMNIA rollout project (worth £7m), coordinating the installation of PED Verifone E355s, POS K758s and peripherals throughout the UK estate.

Her daily tasks included;

- Diarising Engineers, arranging work permits, coordinating training, validating and signing off expenses, organising boot stock, tooling and consumables, P2PE PED Management protocol with Verifone, sourcing asbestos reports for engineers and helping to resolve daily onsite escalations.
- She raised orders which instructed Production to build, configure and image IT equipment and the Warehouse on stock moves and checks.
- Took ownership of all asset management and destruction certificates for the client.
- Invoiced the Client whilst adhering to QA standards and SLA's .
- Monitored stock allocations, back orders, call offs, dealt with DOAs, RMAs and LOGACs.
- Created SOWs, RAMs, keeping issue and 'lessons learnt' logs; mapping and pairing on Google Maps and coordinating quotes for Ad hoc projects.
- Due to her success, was asked to also help on bids for other clients including Pizza Hut and Asda.

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Cennox Plc / Cardtronics October 2017- April 2018

Project Co-ordinator

She was employed by Cennox for a Cardtronics project for IMAC of ATM's installations into single site retailers.

- Selected Engineers, checking their availability, qualifications and base location.
- Organised surveys and requested CADs, and gained CAD approvals, quoting for works, completing monthly installation billing, conducting daily catch-up calls and weekly onsite meetings with client.
- Captured and compiled all project documentation / photographs / certificates and sign-offs.
- Liaised with Builders, shutter cutting companies, Glazers and Engineers.
- Solely responsible for submitting on-line planning and advertising applications for the ATMs, whilst adhering to SLRs and QA policy.
- To minimise retail downtime whilst improving efficiency, she communicated directly with various shopping complex landlords for access.
- Coordinated the refurbishment of legacy ATMs whilst upgrading, staging and storing them at Camberley HQ.
- Due to the success of her work for Cardtronics, she also participated in a mini project for a Barclays Bank software fix rollout.

Gartec Ltd

Nov 2016–October 2017

Project Co-ordinator

She was the point of contact for Clients some high profile personal and retail / leisure companies.

- My main duties were organising Contractors and helping with technical and cosmetic specifications, amending technical drawings, gaining client approvals, liaising on lead times, shipping details of bespoke lifts from Sweden.
- Coordinating with haulage logistical companies on delivery and unloading and hire companies for additional equipment.

Morgan Sindall Plc

March 2016 – Nov 2016

Project Co-ordinator

- Coordinated electrical testing and re-wiring installations across The London Borough of Barnet social housing stock.
- Identified blocks of households for works whilst communicating through lettering, gaining permission to proceed and making appointments with the necessary residents.

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Whitbread Plc Head Office

October 2014– Oct 2015

New Openings Analyst

- Worked collaboratively with the Property Department on confirmation of hardware requirements and future proofing of hard and software through analysis of hotel rooms, drawings and restaurant cover intelligence .
- Responsible for tracking the acquisitions and pipeline report, its' distribution to Stakeholders in order to engage all parties early. The context of the report was pre-build, hotstage, installation, handover and post trading for new builds, conversions and house projects (IMACs).
- Coordinated site survey visits whilst acquiring and storing photos and sign-offs.
- Carefully tracking PEDs, peripherals, EPOS cabling, phones, Wi-Fi, kiosks, Kaba Locks, and MIDs and TIDs.
- Ownership of the creation of live 'enabling codes' (changes to BART Oracle based in-house Hotel System).
- Ensured ICARE (POS/CRM) and MYMICROS (data warehousing, business intelligence and back office) software's timely installation.
- Attended site handovers, carried out pre-opening checks, and general systems testing of all hard and software, ensuring correct information on till displays and receipts; capturing of T & A data, polling the end-of-day financials, testing transactions on PEDs and Tills, cash draws operation, comms cabinet labelling and checking for H and S issues.
- Ensured all problems were rectified / followed up with the relevant party and handed over to Support.
- Addressed restaurant refurbishment failures by the introduction of KPI's and Dashboards The aim to avoid wastage in: aborted calls, Engineer's time to minimised downtime and to achieve successful BAU turnaround and fewer post-handover issues.
- Within six months at Whitbread, due to my input she significantly improved business perception of the IT Departments' involvement in such Projects.

Viglen Limited (XMA) IT Supplier / Service Provider

April 2012 – July 2013

Project Co-ordinator

- Responsible for all IT equipment roll-outs into Guy's and St Thomas' Hospital, Viglens' biggest client.
- Project managed smaller 3PCs and deployments, my duties included: gathering quotes, negotiating costs, determining delivery methods and arranging software migration and testing plus pre-staging of servers and switches.
- Ownership for 40 + schools, colleges and universities at a time, being aware of the status of all my projects on their critical path and having the ability to multi task and work to a high standard under extreme pressure.
- Established customer expectations in regards to dates but also building a rapport and gaining their trust whilst co-operating and dealing with disputes between the client and the finance department.

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- Duties extended to sorting out D.O.A.'s and short shipments.
- Ensured all Engineers were DBS checked and organised with key holders for access after-hours.
- Negotiated with production to get PCs built on time and to specification, whilst also coordinating with Transport regarding flexibility and capacity for the kit to be dispatched.
- SharePoint for project documentation, this included the creation of asset tagging whilst ensuring SLAs and QA adhered to company procedure.
- Responsible for ordering licence keys plus the raising and authorising of POs for interactive whiteboards and accessories.
- Oversaw the coordination of waste and legacy collections, through keeping an auditable inventory regarding certificates of destruction.

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