

Megan Rowley

Project Coordinator

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Gareth Rees

Persimmon Homes

Dear Gareth,

I am writing to apply for the Project Coordinator role at Persimmon Homes' South Wales division. I have just over a year of experience coordinating residential development projects, and I currently support the delivery of four live schemes worth a combined £8.5 million at Acorn Property Group.

At Acorn, I maintain project trackers, risk registers, and action logs, schedule and minute weekly site meetings with contractors and architects, and prepare monthly progress reports for board and investor updates. One improvement I introduced was a Smartsheet-based RFI tracker with automated email reminders that reduced average contractor response times from nine days to three. A system now used as the standard template across all four active projects. Before Acorn, I worked in the planning department at Cardiff Council, where I logged and tracked 200+ planning applications per month, managed correspondence between applicants and case officers, and moved the planning committee agenda packs from paper to a digital SharePoint format, saving £350 per month in printing costs.

Persimmon's volume of developments across South Wales requires tight coordination, and that is where I do my best work. Keeping trackers current, chasing what needs chasing, and flagging issues early. I hold a PRINCE2 Foundation certificate and a degree in Urban Planning from Cardiff University.

Sincerely,

Megan Rowley