

# James Pemberton

## JUNIOR PROJECT COORDINATOR



### CONTACT

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### PROFILE

Business management graduate from the University of Exeter with strong organisational and communication skills developed through a consulting internship and extensive student leadership. Experienced in coordinating events, managing timelines, and working with multiple stakeholders. Looking for an entry-level project coordination role where I can apply my planning skills in a fast-paced environment.

### EXPERIENCE

Jun 2025 – Aug 2025

#### Summer Intern — Advisory, Deloitte LLP, Bristol

8-week internship within the Government & Public Services practice, supporting delivery teams on 2 client engagements.

- Maintained project trackers for **2 workstreams** involving 14 deliverables each, updating status and risks weekly for the project manager
- Prepared **8 slide decks** for client steering committee meetings, consolidating input from 5 team members
- Organised logistics for a **2-day client workshop** with 30 attendees — managed room booking, catering, and printed materials
- Received a **return offer** for the graduate programme based on performance feedback

Oct 2023 – May 2025

#### Bar Staff, The Imperial Exeter, Exeter

Part-time front-of-house role in a busy city centre pub during university studies.

- Served an average of **150 customers per shift** on Friday and Saturday evenings
- Trained **4 new team members** on till systems and cocktail preparation during my second year

### EDUCATION

Sep 2022 – Jun 2025

#### BA (Hons) in Business Management, University of Exeter, Exeter

First Class Honours. Broad business programme covering strategy, operations, marketing, and organisational behaviour.

- Dissertation: "**Agile vs Waterfall: How UK SMEs Choose Project Management Approaches**" — interviewed 12 founders and project managers across 8 industries, scoring 75%
- Relevant modules: Operations Management, Strategic Management, Business Analytics, Organisational Behaviour, Marketing Strategy
- Selected for the **Exeter Award** — a co-curricular programme recognising leadership, teamwork, and employability skills

Sep 2020 – Jun 2022

#### A-Levels in Business Studies (A), Mathematics (A), History (B), Colyton Grammar School, Colyton

Achieved AAB. Head of the school business enterprise club in Year 13.

### SKILLS

Project Planning & Scheduling • Microsoft Office Suite (Excel, PowerPoint, Word) • Stakeholder Communication • Meeting Coordination & Minute Taking • Risk & Issue Tracking • Trello & Asana • Budget Tracking • Data Analysis (Excel Pivot Tables) • Report Writing • Team Leadership

### CERTIFICATIONS

Sep 2025 – Sep 2025

#### PRINCE2 Foundation, Axelos (via QA Ltd)

Jan 2025 – Apr 2025

#### Google Project Management Professional Certificate, Google (via Coursera)

### LANGUAGES

English (native) • French (GCSE level)

### PROJECTS

Sep 2024 – Mar 2025

#### TEDx University of Exeter — Lead Organiser

Led the organising committee for the university's annual TEDx event, managing a team of 12 students.

- Coordinated **8 speakers**, 3 sponsors, and a venue seating 350 people over a 6-month planning period
- Managed a budget of **£4,200** — came in £180 under budget by negotiating reduced rates with 2 suppliers
- Sold out all **350 tickets** within 72 hours of release, with a waitlist of 90 people
- Created a **Gantt chart** with 45 tasks and weekly milestones to keep the team on track

Jan 2024 – Apr 2024

### **Charity Fundraiser — Exeter RAG**

Organised a series of fundraising events for Raising and Giving (RAG) in support of the Devon Air Ambulance Trust.

- Planned and ran **4 events** including a pub quiz (120 attendees), bake sale, sponsored walk, and silent auction
- Raised **£3,850** in total — the highest amount raised by any RAG team that academic year
- Managed a team of **6 volunteers**, assigning tasks and holding weekly check-in meetings

## **EXTRA CURRICULAR ACTIVITY**

Sep 2024 – Jun 2025

### **Exeter University Consulting Society — President**

Led the university's consulting society, connecting students with careers in management consulting.

- Organised **10 events** including case study workshops, networking evenings, and firm presentations from McKinsey, BCG, and Deloitte
- Grew membership from **95 to 210 students** by partnering with the Business School careers team

Sep 2023 – May 2025

### **Exeter University Football Club — 2nd XI Captain**

Captained the second team in the BUCS South West league.

- Led a squad of **22 players** through a season finishing 3rd in the league with 9 wins from 14 matches
- Organised **weekly training sessions** and coordinated fixtures with 8 other university teams