

Megan Rowley

Project Coordinator

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Project coordinator with just over a year of experience supporting delivery teams in construction and property. Currently coordinating 4 live projects worth a combined £8.5 million at a regional developer. I keep trackers updated, chase contractors, and make sure nothing falls between the cracks — the project managers I work with say I flag problems before they become problems.

EXPERIENCE

Project Coordinator, Acorn Property Group, Cardiff

Apr 2024 – Present

Coordinate project administration across 4 residential development schemes in South Wales.

- Maintain project trackers, risk registers, and action logs for **4 live schemes worth £8.5 million combined**
- Schedule and minute **weekly site meetings** with contractors, architects, and the internal PM team
- Chase outstanding RFIs and submittals — reduced average response time from **9 days to 3 days**
- Prepare monthly progress reports for the **board and investor updates**

Administrative Assistant, Cardiff Council – Planning Department, Cardiff

Jan 2023 – Mar 2024

Provided admin support to the development management team handling planning applications for Cardiff.

- Logged and tracked **200+ planning applications per month** in the Idox Uniform system
- Managed correspondence between applicants, case officers, and **ward councillors**
- Prepared agenda packs and minutes for **monthly planning committee meetings**

EDUCATION

BSc (Hons) in Urban Planning and Development, Cardiff University, Cardiff

Sep 2019 – Jun 2022

Upper Second Class Honours. Final year project on *mixed-use regeneration and community impact in Cardiff Bay*.

SKILLS

Project Tracking & Reporting, Microsoft Project & Smartsheet, Meeting Coordination & Minute Taking, Risk Register Management, Microsoft 365 (Excel, Word, Teams, SharePoint), Stakeholder Communication, Document Control, Budget Tracking, Idox Uniform (Planning Software), Gantt Charts & Scheduling

CERTIFICATIONS

PRINCE2 Foundation, AXELOS / PeopleCert

Jun 2024

LANGUAGES

English (native), Welsh (basic)

PROJECTS

RFI Process Improvement – Acorn Property Group

Jun 2024 – Oct 2024

Redesigned how RFIs and submittals are tracked to speed up contractor response times.

- Built a **Smartsheet tracker** with automated email reminders at 3-day and 7-day intervals
- Average response time dropped from **9 days to 3 days**
- Adopted across all **4 active projects** and now used as the standard template

Planning Committee Digital Pack – Cardiff Council

Jun 2023 – Sep 2023

Moved planning committee agenda packs from paper to a digital SharePoint format.

- Eliminated printing costs of **£350/month** and reduced preparation time by half
- Councillors could access packs **on tablets during meetings** instead of leafing through 200-page documents

REFERENCES

Stuart Rees, Development Manager, Acorn Property Group, stuart.rees@acornpropertygroup.org, +44 7700 900 447

Helen Pritchard, Planning Team Leader, Cardiff Council, helen.pritchard@cardiff.gov.uk, +44 7700 900 291

EXTRA CURRICULAR ACTIVITY

Volunteer – Habitat for Humanity Cymru

Sep 2022

Help with community build days — mostly painting, site prep, and organising volunteer schedules. Completed 8 build days in 2024.

Member – Cardiff Half Marathon Running Club

Mar 2023

Train with the group twice a week. Ran the 2024 Cardiff Half Marathon in 1:52:14.