



ALEXANDER CHAN

PROFESSIONAL PROFILE

A project manager with a 3 years experience in production coordination, with a focus working on corporate film and animated productions.

Skilled in managing budgets, and sourcing locations and cast, assisting the crew to win multiple awards including 'Best use of film and animation in the Internal Communications and Engagement awards 2021'.

CONTACT

Bristol
Address



+44 (0) 7854142417
Phone Number



adcwchan@gmail.com
Email



EDUCATION

Business Studies – 2.1 BA (Hons)
University of the West of England
2010 - 2014

A-LEVELS – Geography (A) |
Sociology (A) | Information Technology (B) |
Business Studies (C)
The Castle School Sixth Form
2000 - 2002

GCSEs - 10 GCSEs A-C (2 As, 6 Bs, 2 Cs)
The Castle School
2006 - 2008

SKILLS

Leadership

Communication

Conflict Resolution

Organisation

Planning

Microsoft Office

EMPLOYMENT HISTORY

Diversified | Associate Project Manager
Bristol / June 2022 – March 2023

Responsible for managing the overall coordination and execution of audio-visual installation projects across EMEA. This included overseeing to project communications, purchasing equipment and liaising with design and operations departments to coordinate all documentation between all stakeholders, including risk assessment method statements.

- Hosting weekly project update meetings with internal and external stakeholders.
- Organising equipment purchasing and delivery scheduling to meet expectations.
- Monitoring and reporting on project's financials and project budgets.
- Booking travel and accommodation for engineers on site installations

Harleys Global Ltd | Production Coordinator
Bristol / January 2019 – June 2022

Liaising closely with internal teams to ensure production remains on time and budget, from concept through to final delivery. On large media and film projects, my responsibilities include creating working budgets, overseeing location sourcing, producing shoot schedules, coordinating all necessary transportation, accommodation, releases and permits for cast and crew.

- Successfully implemented a new company-wide project management system, managing the onboarding of 40 staff and providing software tutorials.
- Gained industry recognition, with productions winning multiple awards including 'Best use of film and animation in the Internal Communications and Engagement awards 2021'.
- Conducting daily meetings and presenting weekly reporting on various project statuses to the senior management team and key clients.
- Highly capable communicator, liaising with third party suppliers and casting agents negotiating contract terms.
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EMPLOYMENT HISTORY (CONTINUED)

ACHIEVEMENTS

INDUSTRY RECOGNITION

Winning Coca Cola UK Event Manager of the year 2018

DEDICATION

Successfully securing a £300,000 annual account within six months of employment

PROJECT MANAGEMENT

Overseeing all budgetary decisions and ensuring all film productions were delivered in budget in 2021

CREATIVITY

Collaborating with independent brands

LIFESTYLE

I competed in my first triathlon in 2021 and looking to race a marathon in 2022.

INTERESTS

PHOTOGRAPHY AND CINEMATOGRAPHY

I enjoy collaborating with independent brands in my spare time to assist them with social media content creation.

FITNESS

My passion for activity and a physical lifestyle has taught me essential life skills such as discipline, perseverance and self-esteem.

Freelance | Event Manager

UK Coverage / August 2015 - January 2019

Point of contact and responsible for the onsite delivery of live marketing campaigns. This included managing logistics, pre-event risk assessments and commitment towards predefined objectives.

- Managing a team of brand ambassadors, delegating and empowering staff.
- Problem solving crisis resolution, overseeing all stakeholder feedback and risk management.
- Creating project schedules and quantitative/qualitative reports based upon performance and refining best practices.
- Taking ownership and leading by example, championing a willingness to work extended working hours with passion and enthusiasm.

DS Smith | Graduate Sales Executive

South West England / October 2014 - July 2015

Involved B2B bespoke solution sales, with a focus on business development and account management. This included identifying and creating strong relationships with key decision makers, establishing key expectations and deliverables regarding clients' packaging needs.

- Managing a personal diary schedule, generating leads, arranging client appointments and research existing and new potential opportunities.
- Creating and presenting business proposals for client contract tenders.
- Monitoring data and keeping up to date with current market trends and customer needs.
- Professionally certified in the following modules: 'Value Selling', 'New Business Development', 'Negotiating for Profit', 'Key Account Management' and 'Presenting for Impact'.

MOTION EXPERIENTIAL | Account Executive

Bristol / April 2014 - October 2014

Joining MOTION immediately after university, I assisted the senior management, supporting the team with incoming briefs and developing experiential campaigns from concept to delivery.

- Liaising with clients and third parties forecasting and planning campaign

REFERENCES AVAILABLE UPON REQUEST

- Critically evaluating and recruiting brand ambassadors to oversee delivery of live brand campaigns.
- Establishing procedures and measures to ensure all campaigns were