

Alex Cunningham | Tel: 07444373718 | Work: 07407478519 | Email: a.cunningham19@outlook.com

Project Coordinator and operations professional with experience across property services, financial services, sales and client-facing consultancy roles. Strong background in project coordination, financial analysis, stakeholder management, and day-to-day business operations. Proven ability to work independently, manage multiple workstreams, and deliver results in fast-paced, deadline-driven environments.

Employment History:

Project Coordinator @ S&C Property Services & Real Estate. February 2018 - December 2025.

- Coordinated teams, managed budgets, and operations to meet deadlines.
- Coordinated logistics, procurement, and subcontractors.
- Handled client liaison, contracts, negotiations & customer service.
- Prepared and presented financial information.
- Managed accounts, including payroll and invoicing.
- Completed administrative duties, including council liaison and planning applications.

Account Manager @ Equinox. January 2017 - February 2018.

- Generated and executed sales across key accounts.
- Implemented sales strategies using both existing and new approaches.
- Delivered marketing and sales presentations.
- Liaised with internal departments to support client needs.
- Managed corporate clients and contracts.

Project Coordinator @ LexBi Ltd. May 2014 - December 2016.

- Implemented new strategies to improve productivity and performance.
- Generated sales through cold and warm outreach methods.
- Planned staff allocation and workload logistics.
- Managed campaigns.
- Coordinated payroll and financial processes.
- Coordinated marketing & advertising activities.

Associate Broker, Investment Banking Division @ Morgan Stanley Bank Plc. August 2009 - January 2014.

- Gathered, analysed, and interpreted complex numerical and financial data.
- Assessed and forecast financial risks and returns.
- Prepared legal documentation and prospectuses.
- Demonstrated strong interpersonal and communication skills.
- Liaised with accountants, lawyers, and financial professionals.

Qualifications:

Haberdashers' Aske's Hatcham College

- 7 GCSEs (A-C)

University College London

- BSc Economics & Politics

London School Of Commerce

- MBA Business

Business, Finance & Accounting

- National Diploma - Business Finance
- AAT Levels 1 & 2 (Accountancy)
- SAGE Levels 2 & 3 (Accountancy)

Operations, Planning & Delivery

- National Diploma -Planning & the Built Environment
- Access to Law (commercial & regulatory frameworks)

Additional Education

- Diploma of Higher Education – Sport & Fitness
- First Aid
- Critical thinking
- NVQ in Leadership Coaching and Mentoring (Current)
- Mediation resolution

Key Skills

Operations & Project Coordination • Financial Reporting & Cost Control • Budgeting, Payroll & Invoicing • Commercial Strategy & Sales • Stakeholder & Client Management • Negotiation & Contracts • Planning & Local Authority Liaison