

Jamie Rowan

Renovation contractor turned operations coordinator

jamie.rowan@example.com • 705-555-0142 • Sudbury, Ontario, Canada

PROFESSIONAL SUMMARY

Operations coordinator and longtime volunteer leader with a track record of scheduling and supporting teams in community and logistics settings. Coordinated 30+ volunteers weekly at a community food pantry since 2017, managing intake, food-safety rules, and seasonal drives. At Lakeshore Building Supply, schedules 15 to 25 deliveries a day, trained new staff, and introduced a confirmation process that cut missed-delivery complaints significantly. Comfortable with spreadsheets and experienced keeping people, materials and schedules organized across multiple priorities. Holds current First Aid/CPR-C, WHMIS, and Working at Heights certifications, and willing to obtain a Vulnerable Sector Check.

EXPERIENCE

Volunteer Shift Coordinator

Northshore Community Pantry

Sep 2017 – Present

- Schedule and brief 30 or more volunteers each week, covering intake duties and food-safety rules
- Moved the volunteer schedule into a shared spreadsheet, reducing last-minute no-shows
- Organized two winter food drives that collected approximately 4 tonnes of food

Operations Coordinator

Lakeshore Building Supply

Mar 2020 – Present

- Schedule 15 to 25 contractor deliveries a day across the yard and counter
- Introduced a next-day confirmation call for large orders; missed-delivery complaints fell from about 6 a month to 1 or 2
- Trained 4 new counter staff

Owner and Lead Carpenter

Rowan Renovations

May 2009 – Jan 2020

- Kept up to 8 projects scheduled at once while quoting new work
- Coordinated 3 to 5 subcontractors per project across electrical, plumbing and drywall trades
- Completed approximately 120 projects over eleven years

SKILLS

Volunteer coordination and scheduling • Scheduling and logistics • Spreadsheets (Excel, Google Sheets) • Training and orienting new staff • Customer and community communication • Inventory and ordering • Event and drive planning • Subcontractor and team coordination

EDUCATION

Carpenter Apprenticeship (in-school training) in Carpentry — Northern Trades College

CERTIFICATIONS

Standard First Aid and CPR-C — Example Safety Training

WHMIS — Example Safety Training

Working at Heights (Ontario) — Example Safety Training

INTERESTS

Community volunteering — weekly shifts at Northshore Community Pantry since 2017 • Woodworking