

# ILHAM SALEH

## WORKPLACE EXPERIENCE COORDINATOR

### CONTACT

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### SKILLS

- Workplace Technology Management
- Project Management Skills
- Vendor Management
- Facilities Management
- Office Operations Management
- Microsoft 365
- Communication Skills
- Interpersonal Skills
- Problem-Solving
- Conflict Resolution
- Agile Methodology
- Time Management
- Multitasking
- Event and Meeting Coordination
- Software Development

### CERTIFICATION

#### Software Development

Boolean UK

Earned a Full-Stack Development Certificate upon successfully completing Boolean UK's full-time, intensive full-stack bootcamp.

### PROFILE

Experienced Workplace Coordinator, proficient in managing office operations and enhancing workplace experiences. Currently entrusted with responsibilities beyond my role, including tasks typically handled by a Workplace Experience Lead. Recently promoted to **Site Manager** for the company's **Employee Hub website**, overseeing content and engagement for the **London, Dubai, and Munich** offices. Committed to creating a **productive, engaging, and well-organised** work environment through strong communication, **leadership**, and **problem-solving skills**.

### WORK EXPERIENCE

#### Workplace Experience Coordinator

01/2025 - PRESENT

Third Bridge

- Managing office operations and facilities to ensure a productive, well-maintained, and safe working environment.
- Proficient in **OfficeSpace Software**, handling **desk booking, space planning, and user access management** to support a hybrid working model.
- Collaborating closely with vendors and managers, overseeing service contracts, coordinating maintenance work, and ensuring high-quality service delivery.
- Monitoring and analyzing space utilization data, providing insights to senior management for future planning and office space optimization.
- Acting as a key point of contact for employee inquiries related to workplace services, supplier coordination, and facilities management.

#### Full-Stack Developer Trainee

09/2023-03/2024

Boolean UK

- Achieved **Full-Stack Development Certificate**, validating skills in software development, problem-solving, and teamwork.
- Collaborated on a 4-week real-world project in an **Agile** team environment, participating in daily stand-ups, sprint planning, and retrospectives.

#### Workplace Experience Ambassador

09/2022-09-2023

CBRE

- Collected and analysed **employee feedback** to identify areas for improvement and implemented changes to enhance workplace experience.
- Managed **office supplies, break room inventory**, and maintained shared workspace to ensure a comfortable and efficient work environment.
- Ensured smooth **office operations** by managing office facilities, coordinating with **vendors**, and overseeing cleanliness and safety standards.