



Projec Engineer | ACT
Project Leaders

Chelsea.balzan@colliers.com
Main: +02 6257 2121
Direct: +61 2 6257 2123
Mobile: +61 424 383 993
colliers.com

Level 8
68 Northbourne Ave
Canberra ACT 2601

Education or Qualifications

Certificate III – Business (Administration)

Chelsea Balzan

Project Engineer | Project Leaders

Area of Expertise

Chelsea is a Project Engineer within Colliers International located in Canberra ACT.

Chelsea has experience in administrative works across large infrastructure projects.

In her role as Project Engineer, Chelsea provides administrative support within the Project Management of each project she is involved in. This will include monthly reporting, cost reporting, invoicing/variations, liaising with clients, assisting Project Manager, David Carey, in daily tasks.

Chelsea possesses strong skills in:

- Building working relationships with clients and colleagues through strong communication.
- Proficient in the use of Microsoft Office Suite.
- Creating Invoices/Variations.
- Budgeting and finance.
- Appointment setting
- Administrative duties

Business and Educational Background

Chelsea works as an engineer in the Colliers International Project Management business in Canberra with a background in construction that extends across the industry over 3 years. This has provided her with a good understanding of the Construction industry.

Chelsea's previous roles include:

2021 | *Sales Coordinator* at Coates Hire

2019 – 2021 | *Project Administrator* at John Holland (Westconnex 3b)

2018 – 2019 | *Project Administrator* at John Holland (New Intercity Maintenance Facility)

Professional Clients

Some of the clients that Chelsea has represented include:

- Upper Lachlan Shire Council
- School's Infrastructure NSW
- Transport for NSW