

KERRY JOHNSON

Client Co-ordinator



Profile

I have progressed from entry level roles to my current position, developing a strong skill set in customer relations, team management, and operational oversight. I am a results-driven individual, dedicated to delivering high-quality work, exceeding targets, and fostering positive relationships with clients, staff, and stakeholders.



07398 477024



info@supportiveaction.com



www.supportiveaction.com



Leeds, UK

Key Qualifications

- **Safeguarding Adults**
- **Introduction to Personal Safety for Lone Workers**
- **Understanding Brain Injury**
- **English: C**
- **Maths: B**
- **Health & Social Care: C (x4)**
- **ICT: C**
- **French: C**



Key Skills

- Project Delivery & Coordination
- Customer Relationships
- Leadership & Team Management
- Time Prioritisation
- Sales & Business Development
- Proficient in Artica Design Software
- Excellent Communication & Interpersonal Skills
- Office Administration
- Organisation





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Work Experience

Client Co-ordinator

SupportiveAction Ltd

**Oct
2025
–
Present**

- Communicate with clients, case managers, and healthcare professionals.
- Proofread documents, reports, and training materials.
- Create and distribute certificates for training sessions
- Post on social media accounts
- Administration Duties

Company Director

KKS Fitted Bedrooms Ltd

**April
2012
–
March
2025**

- Lead operations for a growing fitted bedroom design company, overseeing day-to-day management and strategic planning.
- Drive the full customer lifecycle, from initial consultation to post-installation support, ensuring an exceptional service experience.
- Design and create bespoke bedroom solutions using specialised software, ensuring accuracy and customer satisfaction.
- Manage showroom operations, including staff supervision, inventory control, and customer engagement.
- Coordinate job scheduling, material procurement, and provide detailed quotes tailored to customer needs.
- Oversee administrative tasks, including email management, calendar updates, and office organisation.
- Foster a collaborative and motivated team environment, supporting staff in achieving both personal and company-wide goals

Support Worker

Affinity Trust

**2009
–
2012**

- Provided compassionate care to individuals with special needs and learning disabilities, assisting with daily living activities and personal care.
- Supported clients in achieving their personal goals through community based initiatives and skill development.
- Worked closely with families and multidisciplinary teams to ensure holistic care plans were met and individual needs were addressed



**Professional references and more experience
available upon request**

