

## PROFILE

Project Manager within the Construction Consultancy field. Strong background in delivering projects within High End Residential, Hotel & Leisure, Student Accommodation, Aviation, Health Care, Enabling Works, Multi Utility and Public Realm, through the Private and Public Sectors. With a commercial and Interior Design background, I am able to communicate the building's exterior with space planning and Interior Design, whilst having astute negotiation skills I am able to control the budget. I also have a passion for listed/historic buildings for retaining their true quality and purpose. Committed to the principles of Business Growth, Team and Skills Building, a constructive problem solver and skilled communicator.

## IT SKILLS

MS: Word, Power Point, Excel, Publishers, Programme. Oracle Primavera P6; Adobe Writer, Auto CAD; Pinnacle, Asta Project.

## FUNCTIONAL SKILLS

- |                                |                         |
|--------------------------------|-------------------------|
| ♦ Strategic Leader/Team Player | ♦ Process Administrator |
| ♦ Change Management            | ♦ Budget Control        |
| ♦ Negotiation                  | ♦ Decision making       |
- 

## EXPERIENCE & ACHIEVEMENTS

### Project Management & Employers Agent

- ♦ Managed large project budgets and cash flows from £2m to £340m
- ♦ Improved resources to ensure sufficiently skilled team members are added to projects to move them on more efficiently.
- ♦ Administered various suites of contract within JCT and NEC3.
- ♦ Chaired Client, Stakeholder and Main Contractor Meetings and issued Minutes.
- ♦ Administered Client Reports, Change Control, PEP, PMI's, RFI's and Risk.
- ♦ Created detailed Resource and Design Programmes with Primavera P6 and challenged Main Contractor Programmes
- ♦ Conducted and formulated Feasibility studies
- ♦ Certified H&S files and O&M Manuals
- ♦ Clerks of Works
- ♦ Closed out legal requirements, created snag reports and ensured a good standard of finish for PC.
- ♦ Managing client's expectations, delivering product knowledge and ensuring client satisfaction.

### Commercial

- ♦ Challenged cost, programme, quality and reliability.
  - ♦ Certified invoices and expense accounts and rejected unprincipled amounts thus preventing additional cost to the project.
  - ♦ Attended regular LA meetings for NWDA Match Grant Funding and maintained a thorough filing system for audit purposes.
  - ♦ Implemented a comprehensive cash flow forecast schedule on a \$21m Aviation Interior Design project to monitor cost to date v cost to go.
  - ♦ Provided cost schedules and combined PM reports for Accountants and Board of Directors.
  - ♦ Worked with IT to close out viruses within the data software to ensure it was recording more accurately.
  - ♦ Provided take offs for various internal packages from FF&E, Flooring, Sanitary Ware and Signage.
  - ♦ Procurement: Liaised with and managed product reps for reliability, offers, discounts, T&C's, cost, quality, conformity and delivery.
-

# Kristina Renshaw

---

- ♦ Liaised with LA's and NCP to determine the number of current car park spaces within an area of regeneration. I then transferred this data to a detailed Power Point Presentation demonstrating with graphics the effects certain car park closures would have on the area during construction.

## Design

- ♦ Managed designers on packages ranging from, MEP, Multi Utility, Catering Equipment, FF&E, Ironmongery and Joinery plus many more.
- ♦ Provided detailed drawings for Architect's Instruction on Private Mansion Project
- ♦ Provided Interior Design services for High Profile clients including mood boards, CAD Drawings, Sketches.
- ♦ Designed and Manufactured soft furnishings for private clients
- ♦ Taught work experience students whilst working within the Interiors profession and provided a natural team leader role within charities on a volunteer basis with people of all levels and skills.
- ♦ Taught adults within an Adult learning capacity to help isolated women to feel more comfortable socialising outside the house and with others. Teaching new life skills in painting, up cycling and sewing.

## Volunteer Groundwork North Wales

2015

- ♦ Due to my natural leadership skills and compassion, I helped people with learning difficulties to understand their tasks and helped the team to work more efficiently, whilst keeping the work enjoyable.

## Volunteer Pantasaph Friary North Wales

2016

- ♦ Managed a group of volunteers carrying out external ground works. Clearing overgrown vegetation and recycling branches for wooden fences.

## Employment History:

<b>Volunteer</b>	<b>Aug 2014 – To Date</b>
<b>Capita/Urban Vison</b>	<b>Apr 2014 – Jul 2014</b>
Project Manager	
<b>Watkin Jones</b>	<b>Nov 2013 – Feb 2014</b>
Employers Agent	
<b>Areen Design</b>	<b>Jul 2011 – Mar 2013</b>
Project Manager	
<b>Uber Interiors</b>	<b>Nov 2010 – Feb 2011</b>
Project Manager	
<b>Davis Langdon</b>	<b>Jan 2008 – Sept 2009</b>
Project Manager	
<b>EC Harris</b>	<b>Aug 2006 – Dec 2007</b>
Project Manager & Employers Agent	
<b>David McLean Developments</b>	<b>2005 – 2006</b>
Project Manager	
<b>Mowlem Utilities</b>	<b>2004 – 2005</b>
Intermediate Quantity Surveyor	
<b>The Marsh Cat Restaurant</b>	<b>Sept 2005 – Jun 2011</b>
Manager (Part Time Eve & Weekends)	
<b>Interior Design</b>	<b>1993 - 2004</b>

# Kristina Renshaw

---

## Higher Education & Further Training

HNC Construction	2006	Oracle Primavera P6	2012
Btec 3D Auto CAD	2004	Procurement	2012

## Certificates

FAA Lv2 First Aid at Work – Groundwork North Wales	2015
FAA Lv1 Health & Safety – Groundwork North Wales	2015
FAA Lv2 Food Safety In Catering – Groundwork North Wales	2015

## Professional Qualifications

MAPM	Full Member of Project Managers Association-Expired but can be automatically renewed	2008
ACIOB	Associate Member of the CIOB-Expired but can be renewed	2008
CSCS	Construction Skills Certificate Scheme-Expired	2013

## Personal

Full Clean Driving Licence

## Interest & Hobbies

Ambassador for Mary's Meals, Carrying out Talks and Presentations  
Cooking and Baking with Organic Food, Health and Wellbeing, Conservation, Scything,  
Historic Yarn and Fabric making, Printing and Natural Dyes, Craft Making and local events.