

Cover Letter – Ross Hopgood

I am originally from South Africa and have always been interested in construction and property. This led me to continue my education through to a tertiary level to obtain: National Diploma in Building, Bachelor of Technology in Construction Management as well as a Bachelor of Technology in Quantity Surveying.

I have experience in dealing with multiple sites in all fields, from 5 star BnB's and residential properties through to retail properties. I have worked hand in hand with subcontractors to ensure work is always done to the best quality. The above mentioned has equipped me to deal with any unforeseen problems that are bound to arise.

I am a hardworking individual who never backs down from a challenge and is always willing to learn to better myself as well as the team around me. I would appreciate an opportunity to fill a position with enthusiasm and communicate with an eagerness to learn. I have time and time again proved that there is no obstacle or challenge that I cannot achieve. My job description has never defined my role no matter what the description may be, I would like to continue to develop in a long term role if given the opportunity.

With myself being a well learned, hands on individual, there is no bound to what positive benefits I will bring to the company, whether this is in a hands on role or administrative role.

The key strengths that I possess for success in this position include, but are not limited to:

- Business awareness and enterprise skills
- Exceptional DIY/Maintenance knowledge
- Enthusiastic customer services
- Using Initiative
- Critical thinking and problem solving
- Excellent communication skills
- Team player with strong relationship building skill both internally and externally
- Project management skills – Prepare, implement, and participate

I can be reached anytime via cell phone on 07484817868. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Ross Cuyler Hopgood

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Personal statement

I am a dedicated and passionate person looking for the opportunity to obtain employment in the construction, property and facilities industry.

I thrive on hard work and getting the job done to a high standard. I have experience as a main contractor and facilities manager, my main objective was to service the maintenance requirements of all of our clients and carry out our contracts in a professional and efficient manner. I have a proven track record of being able to complete jobs on time and within budget.

Aside from work, I enjoy spending time with family and friends, adventuring the great outdoors and playing sport and training. I have an enthusiastic zest for life and take in all that life has to offer.

I currently live in Bury after relocating from South Africa, this is move that my wife and I have made to join family and friends who are residents in the United Kingdom. I have all the documentation to allow me to work in the United Kingdom and I am committed to making this relocation a success. Therefore, I would like to ask for the opportunity to be considered for positions which you think I may be suitable for.

Key Skills

- Flexible individual
- Remain calm under pressure
- Great customer service skills
- Excellent communication skills
- Works well as an individual or as part of a team with the ability to delegate tasks accordingly
- Experienced in using maintenance and gardening machinery
- Hands on and takes initiative
- Possessing strong Problem Solving skills
- Strong leadership skills
- Strive for fairness within the work place
- Accountable
- Logical and methodical
- Willingness and eagerness to learn

Employment History

Owner, Renovate Restore Repair, Port Elizabeth

(February 2018 – January 2019)

Achievements and responsibilities:

- Facilities Manager of multiple properties run by 4.5 star guest house
- Overseeing building crews/contractors to complete projects before schedule
- General Maintenance on multiple private properties
- Procurement
- All Administrative work and records kept to date
- Organisation of quotations
- Cost comparison of multiple suppliers to reduce costs and maximize profits
- Invoicing
- Constant problem solving to create solutions to occurring on site problems
- Daily performance checks to ensure work is always at the best quality
- Daily Hands on work (Repairs and maintenance) on multiple sites
- Creating Customer Relations with existing and sourcing new clients to grow client base
- Online and personal Marketing and Advertising
- Recruiting subcontractors to save costs by 15% and ensuring quality is not effected
- Building, Repairs and Renovations – Including, but not limited to:
 - Extensions to existing structures
 - Redecorating
 - Kitchen and bathroom installations
 - Plumbing
 - Electrical
 - Tiling
 - Decking
 - Paving
 - Roof Repairs

Manager on duty/Maintenance Manager, Ignite Fitness, Port Elizabeth

(January 2017 – January 2018)

Achievements and responsibilities:

- Arranging Contractors to deal with all subcontracted works, including and not limited to: Lighting systems, Boiler Units, Plumbing systems, Electrical systems, Equipment malfunctions and structural problems
- Conducting Monthly audits in respect to the above mentioned
- Drawing up fitness schedules and coaching fitness classes
- Consulting with suppliers and reducing costs by implementing beneficial agreements
- Daily management of staff in different sectors of the company namely: Maintenance, Fitness, cleaning
- Hands on work (repairs & maintenance) to building as well as fitness machinery

- Presenting a professional and friendly first impression of the club to all visitors and clients
- Managing incoming phone calls and emails
- Also assumed the role of fire/health and safety and drawing up escape routes

Owner, Prestige Contracting and Maintenance Solutions, Port Elizabeth
(December 2015 – January 2017)

Achievements and responsibilities:

- Doing Quotations
- Costing
- Overseeing building crews/contractors to complete projects before schedule
- Invoicing
- Problem Solving
- Quality control
- General Maintenance on multiple private properties
- Networking with existing and new clients
- Cold Calling
- Recruiting subcontractors
- Renovations
- Maintaining and organising the company filing system
- Answering incoming calls
- Typing all necessary documents and correspondence as required

Education

University Qualifications
(January 2012 – December 2016)

2016 - Bachelor of Technology Construction Management

Nelson Mandela Metropolitan University (NMMU)

- Subjects - Appropriate Construction
- Construction Management
 - Maintenance Management

2015 - Bachelor of Technology Quantity Surveying

Nelson Mandela Metropolitan University (NMMU)

- Subjects - Quantity Surveying
- Market Valuations
 - Construction Law and procedures

- Construction Economics
- Building Entrepreneurship
- Research Methodology

2014 - **National Diploma Building**

Nelson Mandela Metropolitan University (NMMU)

Subjects - Construction Management

- Quantity Surveying
- Construction Technology
- Pricing & Estimating
- Structures & Concrete
- Construction Accounting
- Site Surveying
- Applied Building Science

Schooling

(January 2007 – December 2011)

Victoria Park High School – Matric (U.K equivalent to A levels)

English, Afrikaans, Mathematics, Business studies, Life Sciences
and physical sciences

Hobbies & Interests

I have found my hobbies and interest lie in many individual and team sports, ranging from contact sport through to trail running. I have learnt that it is important to have a balance between hard work and spending time doing things you enjoy. These types of hobbies are always able to help me unwind so that a high stress job never gets the better of me.

I do also come from a farming background which has opened up my interests to gardening, dealing with animals and the great outdoors.

References

References are available upon request.