

Professional profile

A construction professional skilled in contract administration, procurement and cost management. Strong in critical thinking and detail oriented with a healthy dose of pragmatism and creativity. Looking to progress to RICS chartered membership and learn from a varied work environment.

Working in the commercial team for the largest local authority landlord in London I have progressed to a senior QS role and achieved an MSc in quantity surveying. A quick learner and driven to improve both personal and organisational standards. Directly manage a team of 6 to deliver surveying functions; maximising income and managing costs across subcontractors. Good relationships built within client and contractor teams through empathetic and business-like communication skills.

Career summary

Jan 2019 - Present **Southwark Council Traded Services, London**
Senior Quantity Surveyor

Outline

Traded Services is Southwark Council's direct labour organisation responsible for repair and maintenance to all 38,500 council homes including legal disrepair, voids, adaptations and communal repairs. My role is to provide and manage surveying expertise across the division to control all contract and project costs whilst enhancing value for money across the organisation.

Key responsibilities

- Lead, manage and develop the surveying team (QS, Assistant QS, Estimators x 2, Building Surveyor and Admin)
- Monthly cost reports including planned, actual and forecast across work programmes
- Implement departmental change alongside senior management
- Carry out procurement and cost management of subcontractors
- Monthly valuations for subcontractors, agreeing rates and final accounts
- Review monthly applications and challenge deductions made by client.

Key achievements/projects

- *Procured and managed sub-contracts for Void, Electrical, Drainage and Disrepair works (ca £5m)*
- *Recovered £300k of chargeable work that had been wrongly coded to the basket rate*
- *Designed and implemented streamlined processes for voids management and payment of sub-contractors*

Sep 2017 – Jan 2019 **Southwark Council Housing & Modernisation, London**
Quantity Surveyor

Outline

I was the QS for the final year and demobilisation of Southwark's Repair & Maintenance contract with a large national provider. My role was to assist in a smooth demobilisation and transition of the work to the incoming provider.

Key responsibilities

- Demobilise 5 year contract for repair and maintenance to South of the Borough
- Procure short term contracts for demobilisation workstreams and value monthly submissions
- Oversee TUPE proceedings and mobilise new contractors
- Agree final accounts for Repair & Maintenance and Door Entry & Fire Safety contracts

Key achievements/projects

- *Worked alongside Commercial Manager on successful adjudication with repair and maintenance contractor*
- *Carried out QS functions on major works project to estate in Peckham ca £600k*
- *Graduated university with merit for MSc in Quantity Surveying*

Jun 2015 – Sep 2017

Southwark Council Housing & Modernisation, London
Assistant Quantity Surveyor

Outline

Worked as assistant QS on Southwark's electrical contracts (Testing & Remedial works, Communal Lighting, Door Entry & Fire Safety). Monthly valuations, commercial meetings, site inspections, building up rates and budget reporting. Assisted with procurement of Heating & Water contracts worth £138m; evaluated tenders and provided feedback.

Feb 2014 – Jun 2015

Southwark Council Housing & Modernisation, London
Business and Administration Apprentice to Commercial Team

Outline

Joined the commercial team at Southwark Council and completed NVQ level 4 in business and administration. Helped to implement a post inspection audit process, a quotation process and data analysis of asset register. Successfully undertook PRINCE2 foundation training.

Education & qualifications

- **ILM Level 5** – Ongoing - 2019
- **Quantity Surveying MSc, Merit** – London South Bank University – 2018
- **IOSH Managing Safely** – IOSH – 2019
- **First Aid at Work** – British Red Cross – 2019
- **PRINCE2, Foundation Certificate** – APMG International – 2014
- **Basic Medical Science BSc, 2:1** – St George's, University of London – 2006

References available on request
