

Stephen Evans

Project / Contracts Manager - Recclesia Ltd

Heywood, Lancashire, UK

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Work Experience

Project / Contracts Manager

Recclesia Ltd

January 2014 to Present

Key responsibilities:

- Project Management
- Part of the senior management team and team leader.
- Business development and expansion.
- Procurement: Surveys, programmes, tenders, reports and valuations
- Subcontractor management.
- Health and Safety - RAMS, COSHH, Audits, NEBOSH,
- Stock Control: Sourcing & Purchasing

Stained Glass Craftsman

Recclesia Ltd

February 2012 to January 2014

Key responsibilities:

- Key part of the stained glass conservation and restoration studio team.

Studio / Production Manager

Classical Glass Ltd

June 2006 to January 2012

Key responsibilities:

- Management of the conservation glass studio and team.
- Responsible for all Health & Safety (NEBOSH Certificate)
- Site surveys and procurement
- Workflow and project planning
- Stock procurement and control

Stained Glass Apprentice

Classical Glass Ltd

March 1999 to January 2006

Achieved NVQ Level 2 and 3 in Glass Processing whilst learning the art of stained glass, and general glazing.

Stockroom Manager

Allsports Retail Ltd

March 1997 to March 1999

General stock replenishment and retail duties.

Education

Mathematics

Hesketh Fletcher C of E High School - Atherton

1991 to 1996

Skills

PROCUREMENT (10+ years), PROJECT MANAGEMENT (5 years), ASBESTOS (Less than 1 year), EXCEL (Less than 1 year), EXCELLENT COMMUNICATION SKILLS (Less than 1 year)

Additional Information

I am a highly organised and hardworking individual and recently escalated from Craftsman to Contracts Manager. I have many admirable qualities and skills. I have ambition. I am a committed, enthusiastic person. I want to learn from others to enhance my skillset. I have a positive outlook with a good sense of humour and a desire to learn.

Key Skills

- Project Management from procurement to hand over.
- Conservation and restoration
- Prioritise workload over multiple projects to deliver results.
- Excellent communication skills, written, verbal and team management.
- Problem solving to achieve targets and overcome boundaries.
- Ability to take the initiative and work well under pressure in changing circumstances.
- Flexible and committed to delivering and achieving goals.
- Comfortable in all areas of Microsoft Office, including, Excel, Word and PowerPoint

Qualifications / Courses

October 2018 Enrolment - CIOB - Chartered Membership Route
SMSTS

Temporary Works Coordinator

TG20:13 - Scaffold Inspection Course,

CSCS Operative Gold Card

Asbestos Awareness

NEBOSH General Certificate

NVQ Level 3 Glass Processing

NVQ Level 2 Glass Processing