

# Rebecca George

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## Experience

### TfGM Bolton Interchange Project

- Multi-million pound project NEC3 Option A Main Contract

My main duties on this project were to procure and manage the commercial aspects of numerous subcontract packages, including ceiling & partitions, joinery, glazing, roofing, tiling and fittings. Specifically, I prepared tender documents, BoQs in accordance with SMM7, managed change requests via Compensation Events and other contract mechanisms, and issued and entered payments. I was also responsible for assisting the Senior QS and Commercial Manager with claims and Value-Cost reporting.

### Utilities Estimating Secondment

- Severn Trent Water Framework

As part of my learning and development, I spent some time working on a framework tender for a water/sewerage treatment plant. During this placement I assessed previous data from similar projects against current quotations from the supply chain and BCIS information.

### M20/M23 Smart Motorways Project

- Expansion and upgrade of M20 and M23 motorways for Highways UK

My current position involves assisting the commercial team on the M20 and M23 SMP projects. Predominantly my role has involved managing agency staff payments and invoices, collating and assessing information for target price negotiations, checking initial design information and measures, and co-ordinating with the Planning team on allocating the budget to target programme activities.

## Qualifications

- MSc Quantity Surveying from The University College of Estate Management, August 2018 (expected)
- SMSTS Qualification, July 2016
- CSCS card, academically qualified, 2015
- BEng (Hons) Aerospace Engineering from The University of Manchester, July 2013
- Foundation Physics (70% average) from The University of Manchester, July 2009
- A-levels in Maths with Mechanics, Physics, Philosophy, and AS in Public Understanding of Science from Esher College, June 2008
- 11 GCSEs from Esher C of E High School
  - All A\*- C

## Employment & Work Experience

Date	Position held	Location
May 2015 - Present	Graduate Quantity Surveyor – site-based QS supporting the commercial team to procure, manage & execute multiple subcontract packages. See above experience for further detail.	Multiple Site Locations Kier Infrastructure & Overseas Tempsford Hall Sandy Bedfordshire SG19 2BD
November 2014 – May 2015	Procurement Administrator – processing of ticket orders, requisitions and E-catalogue data-entry for Indirect Procurement Services.	Kier Group Plc 1 Central Par, 120 Bark Street Bolton, B1 2AX

September 2013 – June 2014	My role here involved data-entry, production of EPCs & Eco reports from surveyor notes, and aiding the Surveying Office. Also working on funding initiatives, process refinement, marketing and sales strategies.	Warm Front Ltd Tudor house Ashton Street Dukinfield Cheshire, SK16 4RN
Pre 2013	<ul style="list-style-type: none"> <li>· Tutor – GCSE/A-level Maths and Science.</li> <li>· Checkout assistant for Waitrose.</li> </ul>	Various locations in and around the Kingston Upon Thames area

## Skills and Further Knowledge

- Oracle payments system for Supplier Invoices, AfPs and financial reporting
- Coins Plus payments system
- Autodesk Navisworks BIM viewer
- EDRMS Project Management online portals, e.g. 4Projects, BIM Xtra, Sharepoint
- Completion of yearly Health & Safety courses including Operative Safety and SMSTS
- Attendance to workshops regarding Contract Management (NEC/JCT/FIDIC)
- Knowledge of current methods of measurement including SMM7 and NRM1/2/3
- Proficient in Microsoft packages including MS 365

## Key Achievements

- Part of the team that achieved a Silver Award for Considerate Constructors on the Bolton IC Project
- Mentoring engineering & construction graduate from the University of Manchester via Open Days and 1:1 seminars
- 1st for final project, “M2P2 – The Feasibility of Solar System Exploration Using Magnetic Bubble Propulsion”
- Certified PASS (Peer Assisted Study Scheme) Leader, helping 1<sup>st</sup> year student to adjust to university life
- Winner of university 2<sup>nd</sup> year Management Simulation exercise, achieving the greatest profit, post-tax, in an automotive company simulation programme
- Runner-up in a Design competition to create a boomerang with the longest flight time
- Charity trip to Sri Lanka to provide aid for those affected by the 2004 Tsunami (2006), raising over £10k

## Memberships & Societies

Current:

- Currently working towards becoming MRICS (applicable within next 2 years)
- Aims to achieve a CIMA Professional Qualification in next 5 years
- Affiliate member of IMechE
- (Non-member) ICE registration

Past:

- WiSET (Student Coordinator for the School of MACE)
  - Point of contact for students
  - Social networking and promotion of events
- Robogals Manchester (Main role as Marketing Executive), volunteered as Event Manager (e.g. Science festival at Museum of Science & Industry) and attended school visits (teaching girls in both Primary and Secondary Education about SET subjects through the use of Lego NXT Mindstorm Robots) .

## Interests

I have many other interests including cooking, cinema & TV, travelling, writing and painting. I am also involved with fundraising for Cancer Research UK, Water Aid and Alzheimer’s Society.

References available upon request.