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## Peter Graves MRICS

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### BIO

With nearly 10 years of experience working in construction, I have progressed quickly in my career from becoming chartered in 2012 to being appointed as a company director in 2016. I am now looking for a new opportunity to work hard and use the QS skills I have developed over recent years.

### WORK EXPERIENCE

#### Workspace Design and Build

2016–2018

**Role:** Director

**Job Summary:** Heading up the pre and post contract commercial teams, I was responsible for the Estimating and QS departments, managing a team of six.

#### Roles & Responsibilities:

- To provide support and guidance to the estimating team, ensuring tenders were competitively submitted on time as a compliant bid.
- To manage the QS department, ensuring profitability on all projects, whilst providing accurate financial reporting to the company owners.
- To chair weekly progress meetings to help manage workloads and advise on any issues that had arisen.
- To manage company cashflow and control the monthly project valuation processes, both client and sub-contractor.
- To undertake the QS roles on the higher risk / larger schemes (Ranging from £1M–£5M).

#### Highlights:

- Joining the team on a freelance basis in 2014 the company had 5 employees, turned over on average £2M per year and was based in a small serviced office. By the time I stepped

down as director in 2018 the company had grown to circa 35 employees, moved to a 3,200 sq ft office and had achieved record turnover (£12M) and profits. The company 2018–2019 turnover target is £15M.

- Taking the lead role in the commercial teams, I created new financial management processes, which allowed profit margins to be tracked throughout all stages of a project. This significantly improved the procurement of sub-contractor work packages and made it easier to analyse and report project financial status when on-site.
- Since taking the director role I feel I have vastly improved my communication and people management skills, learning how to get the best out of individuals and support them when having difficulties both personal and at work
- 100% of the projects I worked on while at Workspace were profitable.

## WORK EXPERIENCE

**Freelance Chartered Quantity Surveyor**

**2014–2016**

**Role:** Project Quantity Surveyor

**Job Summary:** Working for a main contractor I provided a number of QS services to help win and deliver a variety of commercial interior fit out projects

### **Roles & Responsibilities:**

- Estimating and preparing tender submissions ready for internal board review
- Reviewing letter of intent and contract documentation, advising the company on the agreement particulars
- Placing sub-contractor orders
- Undertaking monthly client and sub-contractor project valuations
- Managing project variation schedules
- Cash flow preparation and reporting

- Project financial management and profit margin control

### Highlights:

- The work ethic and commitment shown resulted in a job offer for a company director role
- I successfully delivered a £4.2M project with a 20% profit margin acting as lead QS

## WORK EXPERIENCE

**Bruntwood Estates Ltd**

**2009– 2013**

**Role:** Placement / Graduate / Chartered Quantity Surveyor

**Job Summary:** As an internal Quantity Surveyor I worked on a number of multi million pound commercial office fit out projects. Acting as both cost consultant and contract administrator, I was able to play a key role in delivering space for the Bruntwood sales team to let.

### Roles & Responsibilities:

- Procurement advice, selection and recommendation
- Cost estimating, planning and design feasibility analysis
- Tender document preparation, analysis and evaluation
- Contract preparation and administration (JCT)
- Interim and final account valuations
- Negotiating and resolving contractual disputes

### Highlights:

- Becoming a member of the RICS in 2012
- Becoming a manager of 3 placement quantity surveyors

## EDUCATION

**The University of Salford**

**2007–2011**

Bachelor of Science with 1<sup>st</sup> Class honours in Quantity Surveying

**Eccles College**

**2005–2007**

A–Levels: Geography (B), German (B), Applied ICT (B), General Studies (B), AS Levels: Economics (C)

	<p><a href="#">St Ambrose Barlow RC High School</a> <span style="float: right;"><a href="#">2000–2005</a></span></p> <p>GCSE's: Science (AA), English (BB), Maths (B), Geography (A*), German (A), Design Technology (A), History (B), RE (A)</p>
<b>AFFILIATIONS</b>	<p><a href="#">Royal Institution of Chartered Surveyors</a></p> <p>I passed my final APC assessment in Nov 2012.</p>
<b>INTERESTS</b>	<p>I like sports and play 5–aside football with friends. I am well travelled, enjoy trivia and will get involved in most social events</p>
<b>PROJECT EXAMPLES</b>	<p><b>44–56 Guildhall Street, Preston:</b> Residential Conversion, 18nr Luxury Apartments – £2Million / ETC Urban / CA – FWP Group</p> <p><b>Arkwright House, Manchester:</b> CAT B Refurbishment, including new shower block – £600K / Push Doctor / CA – CBRE</p> <p><b>Canada House, Manchester:</b> 5 Floors CAT A &amp; B Refurbishment, including the reception, 10 WC blocks and common area's – £3Million / LJ Partnership / CA – OBI Property</p> <p><b>43 Mayfield Drive, Preston:</b> Residential Conversion, Carehome – £200K / HFT / CA – Colliers International</p> <p><b>Yorkshire House, Leeds:</b> 9 Floors CAT A Refurbishment, including 2nr reception areas, 7 WC blocks and common area's – £2Million / FORE Partnership / CA – RBA</p> <p><b>Logistics North, Bolton:</b> Transport Distribution Centre – £700K / Whistl / CA – Colliers International</p> <p><b>Centre City Tower, Birmingham:</b> 3 Floors Strip Out, Structural, External Cladding and CAT A Refurbishment – £4.2Million / Bruntwood / CA – Bruntwood</p> <p><b>St James, Manchester:</b> Basement Conversion –£580K / Access To Music College / CA – Bruntwood</p> <p><b>The Plaza, Liverpool:</b> Roof Refurbishment – £200K / Bruntwood / CA – Bruntwood</p> <p><b>The Plaza, Liverpool:</b> 2 Floors CAT A &amp; B – £1.5M / Weightmans / CA – Bruntwood</p>