

## Curriculum Vitae

Personal Details	
<b>Name:</b>	Miss Rebecca Claire Barnes <i>LLB (Hons) PGDipSurv</i>
<b>Address:</b>	2 Herons Way , Caerphilly CF83 1SW
<b>Email:</b>	<a href="mailto:becksbarnes@yahoo.co.uk">becksbarnes@yahoo.co.uk</a>
<b>Tel No.</b>	07983 133561
<b>DOB:</b>	12 <sup>th</sup> March 1984 (35 years old)
<b>Drivers Licence:</b>	Full, Clean

Education/Qualifications	
<b>2008 to 2009</b>	<b>University of Reading (United Kingdom)</b> Post Graduate Diploma in Surveying
<b>2005 to 2006</b>	<b>Cardiff University (United Kingdom)</b> Diploma in Legal Practice
<b>2002 to 2005</b>	<b>Glamorgan University (United Kingdom)</b> LLB Law: 2:1 (Hons)
<b>1996 to 2002</b>	<b>St Martins Comprehensive School (United Kingdom)</b> A Levels: <i>Law (B), Business Studies (B), Media Studies (B), AS Level: Computing (C)</i> GCSE's: <i>English Literature (B), English Language (B), Mathematics (B), Science's (A/A), IT (A*), Business Studies (A), Media Studies (A), RE (A), Art (A), Welsh (B).</i>

Employment	
<b>Jan 2014 - Present</b>	<b>Rhomco Consulting Ltd, Cardiff, UK</b> Quantity Surveying & Project Management, Employers Agent
<b>Sept 2012 – Dec 2013</b>	<b>Johnstaff Projects, Sydney, NSW 2000</b> Project Management & Cost Management Consultancy
<b>Sept 2010 – Sept 2012</b>	<b>WT Partnership, North Sydney, NSW 2036</b> Quantity Surveyors/Cost Consultants;
<b>Jun 07 - Aug 10</b>	<b>HCD Group Ltd, Cardiff, South Wales, UK</b> Quantity Surveyors, Cost Consultants and Project Managers;
<b>Oct 06 - May 07</b>	<b>Hugh James Solicitors, South Wales, UK</b> Solicitors, Personal Injury Claims

Employment Experience	
<b>Rhomco Consulting</b> <b>2014 – Present</b> (Education)	<p><b>Cardiff West Community High School (NEC ECC Option A) (£35 million)</b></p> <ul style="list-style-type: none"> <li>• Working as Technical Project Manager alongside Cardiff Council Education Department from Concept Design RIBA Stage 1 to Construction Phase.</li> <li>• Overseeing the initial due diligence required including appointments of required consultants to obtain planning approval</li> <li>• Co-ordination of the appointment of Tier 1 Contractor via a 2 Stage Procurement Process</li> <li>• Coordination of extensive stakeholder consultation that ran in parallel with an ambitious design programme.</li> <li>• Chairing of all Technical meetings alongside clients representatives.</li> <li>• Periodical reporting to client on programme and budget.</li> </ul> <p><b>Y Pant Comprehensive School (JCT D&amp;B 2011 with Contract Amendments) – (£21 million)</b></p> <ul style="list-style-type: none"> <li>• Involvement from Concept Design stage in initial Feasibility and Cost Evaluation processes.</li> <li>• Incremental in providing and presenting procurement options to Rhondda Cynon Taf that would facilitate the envisaged procurement strategy for the Project.</li> <li>• Delivery of Invitation to Tender to SEWSCAP Framework Contractors. Co-ordination of Design Team to deliver Tender Package to 90% Design finalisation;</li> <li>• Management of Tender Process and RFI's through Rhonda Cynon Tafs Bravo E-Tendering platform</li> <li>• Appointment of successful Contractor and establishment on site</li> <li>• Lifecycle Costing Analysis to obtain BREEAM Man 5 Credit</li> <li>• Management of Construction Phase acting as Employers Agent liaising with RCT Corporate Estates and the Contractor and generally administering the Contract</li> </ul>
<b>Johnstaff Projects</b> <b>2012 – 2013</b> (Healthcare)	<p><b>Wollongong Elective Surgical Service, Emergency Department and Ambulatory Care Service (\$100 million) for NSW Health Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Delivery of Request for Tender Package to Tier 1 Contractors – including 100% fully documented design and 100% coordinated FF&amp;E Package comprising of Major Medical Theatre Equipment.</li> <li>• Management of Tender process and extensive Tender Addendum information packages.</li> <li>• Negotiation with preferred Tenderer on Value Engineering Options including alternative Mechanical Systems and Façade Design.</li> <li>• Issuance of Letter of Award to successful Tenderer including administration of associated Consultancy Agreement subject to Part Novation from the Principal to the Main Contractor.</li> <li>• Management of handover procedures between enabling works Contractor and</li> </ul>

	<p>Main Works Contractor for timely commencement on site</p> <p><b>Kempsey District Hospital Redevelopment Main Works (\$45 million) for NSW Health Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Delivery of Request for Tender Package to Tier 1 Contractors – procured under a Design Finalisation &amp; Construction Contract with partially documented design and associated FF&amp;E Package comprising of Major Medical Theatre Equipment.</li> <li>• Management of Tender process;</li> <li>• Administration of Consultancy Agreements to enable effective Novation of part only, of the Consultants scope in readiness for Contract Award to main Contractor.</li> </ul> <p><b>Kempsey District Hospital Redevelopment Enabling Works (\$4.2 million) for NSW Health Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Full cost administration and budget monitoring responsibilities supported through client's accounts administration platform. Responsibilities include assessment and tracking of variations, monthly payments of consultant's and Contractor invoices including full ledger entry and cost report against assigned budget and future commitments.</li> <li>• Client Reporting responsibilities including various stakeholder reporting requirements</li> <li>• Management of RFI's with consultant team</li> </ul>
<p><b>WT Partnership</b> <b>2010 – 2012</b> (Various)</p> <p><b>(continued)</b> <b>WT Partnership</b> <b>2010 – 2012</b> (Various)</p>	<p><b>Office fit out for JB Were Pty Ltd, Governor Philip Tower, Sydney (\$750,000)</b></p> <ul style="list-style-type: none"> <li>• Pre-contract cost estimating and planning including Pre Tender Cost planning.</li> <li>• Post Contract role that included contract administration, variation assessment and agreement.</li> <li>• Monthly progress claim certification, cashflow and cost analysis and reporting.</li> <li>• Assets register reconciliation reporting for the purposes of Landlord incentive claim.</li> </ul> <p><b>Office fit out for Australian Bureau of Statistics, Market Street, Sydney (\$4 million)</b></p> <ul style="list-style-type: none"> <li>• Post Contract role including contract administration, variation assessment and agreement. Monthly progress claim certification, cash-flow and cost analysis and reporting.</li> </ul> <p><b>BUPA Aged Care Facility, Bankstown, Sydney (\$20 million);</b></p> <ul style="list-style-type: none"> <li>• Post Contract role (refer to responsibilities above).</li> </ul> <p><b>Office fit out for Lion Nathan, Olympic Park, Sydney (\$12 million)</b></p> <ul style="list-style-type: none"> <li>• Provide of post contract quantity surveying services to the Principal Contractor appointed under a Design and Construction Contract funded in part by the new tenant and part by Landlord as part of a significant Landlord incentive package.</li> <li>• We were required to provide assistance and advice to the Contractor during cost planning phases and during Construction phases. This included Pre Tender Estimating, Monthly Reporting and Progress claim assessment and negotiation with the Client QS.</li> </ul>

<b>HCD Management</b> <b>Jun 2007 – Aug 2010</b> <b>(various)</b>	<b>Manhattan Loft Sky Gardens, Stratford City, London (Pre Planning)</b> <ul style="list-style-type: none"> <li>Assistant Project management role for client Manhattan Loft Corporation for the proposed Hotel and Residential Tower located within the Athlete's Village.</li> </ul> <b>Holiday Inn Express, Kettering, 150 Bedroom Hotel</b> <ul style="list-style-type: none"> <li>Assistant Project Management and Quantity Surveying role for Holiday Inn</li> </ul> <b>Opal Student Accommodation, Newport, UK</b> <ul style="list-style-type: none"> <li>Assistant for Employer Agent, Project management and Quantity Surveying role. Duties involved monthly valuations, cost reporting and client requested variation assessment and agreement. Coordination of monthly design team meetings.</li> </ul>
---	--

Key Skills
<ul style="list-style-type: none"> <li>Lifecycle Costing Analysis in accordance with ISO 15686-5 and compliant with BREEAM Requirements</li> <li>Cost planning and Cost estimating from initial feasibility stage to detailed estimates based on final tender design information;</li> <li>Contractor Management Skills and procurement experience</li> <li>Familiar with NEC and JCT Forms of Contract</li> <li>Post Contract Cost Administration and cost tracking against budget and future commitments.</li> <li>Coordination of Value Engineering and Value Management processes with Designers and Cost Manager.</li> <li>Management and coordination of tendering procedures including production and issue of tender documentation, Contractor interviewing, tender analysis and reporting;</li> <li>Analysis and appraisal of contract documentation including head and sub-contracts, consultant appointments, warranties and novation agreements;</li> <li>Assessment, agreement and issue of Contractor Progress Claims and variations of contract works;</li> <li>End of defects procedure, practical completion sign off and handover procedures;</li> <li>Post project reviews and built occupancy evaluations.</li> <li>Skilled in the various computer packages MS Word, MS Excel, MS Project, MS Powerpoint</li> </ul>