# **Curriculum Vitae**

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**Date of Birth:** 11 September 1959

## QUALIFICATIONS

* GCSE 9 Passes (6 at grade C and above)
* City & Guilds Computers & Computing
* CSCS Construction Site Visitor
* HNC Building & Construction Studies (University of Bolton)

## KEY PERFORMANCE INDICATORS

* Business Development, Management and Account Management
* Achievement against Targets
* Customer Satisfaction Programmes

## KEY SKILLS

* **Construction:** Timber Framed Social Housing Schemes. Roger Bullivant Seminar covering Ground Improvement Techniques**.** Education, leisure and commercial experience with new build & refurbishment.
* **Sales:** Team Management, Business Development/Business to Business sales. Maintaining relationships with current accounts.
* **IT:** Working knowledge of office based software; Word, Excel.

# **PERSONAL PROFILE**

* Considered professional and credible with drive and determination.
* Excellent manager, self motivated with tenacity through challenging times.
* Very confident presenting and negotiating at all levels.
* Commercially aware and a consistent solid performer.
* Influential with networking to achieve the desired results.
* University educated, always willing to improve my skills and knowledge

## CAREER HISTORY

## July 2017-Present Mears PLC (Manchester Working Ltd)

**Position: Quantity Surveyor**

* Social housing cyclical maintenance
* Predominantly external works, roofing, roofline, doors & windows.
* Negotiating sub contractor packages, rates, pre-start meetings.
* Re measures, final account, CVR, client progress meetings.
* Average contract value circa £ 1 million

**July 2012-June 2017DLP Services (Northern) Ltd.**

**Position: Quantity Surveyor**

* Response maintenance billing using NATFED 5.1 schedule of rates.
* Refurbishment costing for kitchens, bathrooms, joinery, windows and electrical works for social housing.
* Consultation/negotiations with sub-contractors.

## June 2011June 2012 Nationwide Interiors (Thomas Barnes Construction)

**Position: Quantity Surveyor**

**Project: Manchester Metropolitan University**

**Refurbishment of the Chatham Tower.**

**Scope of works: Replacement of fire doorsets & window lining.**

**Client: Morgan Sindall**

**Form of Contract: JCT Design & Build, Rev. 2, 2009**

**Contract Value: £ 243,864**

* Responsible for this project reporting to the Managing QS
* The initial scope of works was to replace fire doors, architrave’s, skirting and window linings.
* Professionally handling the numerous variation issues arising from the window lining/cill variances from the original BoQ.
* Producing the Cost Value Report using the monthly cost report and identifying the adjustments to be made.
* Making site visits to compile the monthly valuation and weekly site operatives measured and variation work, ensuring all daywork and Q&C’s are completed and approved by the client.

**Project: Manchester Creative & Media Academy (New Build)**

**Scope of works: Doorsets & associated joinery package**

**Client: Lend Lease**

**Form of Contract: NEC3, June 2005, Option C**

**Contract Value: £591,004**

* Responsible for this project’s joinery package comprising of doorsets, ironmongery, window boards, skirting, acoustic screens and IPS units.
* Producing the financial reports for the Managing QS and negotiating with sub-contractors regarding acoustic screens and IPS units.
* Producing targets from drawings for site operatives and enabling the projection of a final account figure.
* Providing detailed breakdowns and cost build ups for variations from the BoQ.
* Presentation and site walk with client’s QS to talk through any queries.

**Project: BAE 430 Project**

**Scope of works: Fire doorsets & associated joinery.**

**Client: BAM**

**Form of Contract: JCT 2005 Design & Build**

**Contract Value: £64,121**

* Initial assistant QS duties with this project working alongside the project QS.
* Producing schedules and site re-measures.
* Liasing with the contracts manager and site supervisor, gaining commercial contract experience.

### Dec. 2010-May 2011

* Redundant following Rok going into administration, with some periods of temporary employment.

**Aug.2007-Dec.2010 Rok Building Ltd (Formerly Richardson Projects Ltd)**

**Position: Assistant Quantity Surveyor**

In August 2007 I made a career change into Quantity Surveying. I attended a recruitment day organised by Richardson Projects Ltd; there I met Clive Walker, Commercial Director and Neil Ashworth, Managing Surveyor. From this brief meeting I was offered a formal interview and was subsequently offered a position as a trainee quantity surveyor within their social housing division, progressing to an assistant.

Listed below are the four main projects that I have been involved in, detailing my input and responsibilities.

**Development: Chester St./Charter St. Accrington**

**20nr Houses, 4nr Apartments**

**Construction: JCT Design & Build, Timber Frame/Artificial Stone**

**Client: Hyndburn Housing**

**Contract Value: £ 2.1 million**

* Shadowing the project QS with office duties and on site.
* Understanding information provided on architects and engineers drawings, taking off, creating and updating drawing registers; noting variations from tender issues.
* On site measuring with cards in and CIS trades for substructure and superstructure brickwork and all joinery fixes. Calculation and negotiation for bonus payments.
* Responsible for re-measures where disputes have occurred at final account. E.g. timber fence dispute regarding final payment. My action here was to arrange a site meeting with the sub contractor and measure the whole site fencing, resulting in a successful saving of approximately £3000 against their application.
* Attending pre start meetings with sub contractors to become familiar with the process and requirements.
* Providing all relevant information for the Eco Homes Assessment resulting in a ‘Very Good’ rating.

## Development: Lakeland View, Fleetwood

**18nr Extra Care Apartments**

**Construction: NEC Option C, Timber Frame.**

**Client: Places for People**

**Contract Value: £2.2 million**

* Involved in the QS duties for this facility for disabled people.
* More knowledge gained here dealing with passenger lifts, disabled kitchen and bathroom facilities and overhead hoist/track systems. Liasing with Health Care professionals.
* Providing all relevant information for the Eco Homes Assessment resulting in a ‘Very Good’ rating.
* All final accounts issued and successfully negotiated with savings made for prompt payments by negotiation.
* Groundwork measurements and involvement with soakaways with this project.

## Development: Lacey Green, Wilmslow

**24nr Apartments**

**Construction: JCT Design & Build, Timber Frame**

**Client: Manchester Methodist Housing Association**

**Contract Value: £1.98 million**

* Issuing bonus targets to both cards in and CIS operatives produced using architect’s drawings.
* Measurement and negotiation with groundwork subcontractor regarding the sewer diversion to SMM7 guidelines.
* Local Authority consultation for the road opening permit and traffic management whilst undertaking the above.
* Providing all relevant information for the Eco Homes Assessment resulting in a ‘Very Good’ rating.
* Consultation and dilapidation photographs taken of an adjacent property where sewer diversion/connection work had to take place in the rear garden.
* Client’s agent negotiations regarding cladding and rainwater goods to offer savings.
* Local Authority consultation regarding the discharge of planning conditions relating to the upgrading of nearby bus stops.

## Development: Carter Street, Hyde

**14nr houses, 1nr disabled bungalow**

**Construction: JCT Design & Build, Timber Frame**

**Client: New Charter Housing Trust Group**

**Contract Value: £1.38 million**

* With this project I was left progress with minimal supervision from a senior Quantity Surveyor.
* Processing internal and external valuations, meeting the client’s agent on site to discuss any queries and resolve amicably.
* Additional timber fencing/metal railings and gates considered as a good profit opportunity on this project. I.e. subcontractor price uplift in addition to 7.5% OHP
* Pre start meeting involvement with M&E subcontractors regarding solar panels to meet specification requirements.
* Providing all relevant information for the Code for Sustainable Homes Assessment resulting in a Code 3 rating.
* Targeted to achieve up to 5% saving with subcontractor final accounts.

#### **September 1977 – August 2007**

* Asset finance and leasing positions.