**Thomas Yip MSc (Hons)**

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**Personal Statement**

As a self-motivated, ambitious and committed individual, I am looking to seek a new challenge and rewarding career as an assistant quantity surveyor. My current work experience in the construction industry has mainly been as a consultant quantity surveyor and assistant site manager, this has honed in my ability to build great client rapport and work professionally with multiple stakeholders.

**Professional Attributes**

* Excellent time management and organisational skills
* Analytical and written communication
* Able to prepare and present professional documents and technical reports with both analytical and written communication
* Good knowledge of procurement types and routes (construction), project management, contract administration, and financial management
* Comprehensive knowledge of Microsoft office, CostX and Newforma
* Excellent time management and organisational skills
* Willingness to learn new skills and attributes
* Work well in teams

**Work Experience**

**April 2018 – Apr 2019 Paragon Building Consultancy – Assistant Quantity Surveyor**

During my time at Paragon Building Consultancy I was able to;

* Prepare tender documentation and contract documentation
* Analyse contractors’ bids for projects and select the appropriate contractor
* Prepare cost plans to clients for a range of project types
* Use measurement software to determine cost of projects
* Prepare cost reports on construction progress, areas for concern and improvements
* Attend site design meetings and monthly interim meetings
* Produce monthly valuations on work carried out by contractors

**March 2016 – Mar 2018 MPG Shreeves – Assistant Quantity Surveyor**

**March 2015 – Mar 2016 Henry Riley Consulting – Graduate Quantity Surveyor**

**October 2014 – Mar 2015 Carpenter Projects – Assistant site manager**

**April 2012 – Sept 2012 Redhills Environmental Consultants - Trainee asbestos surveyor**

**April 2011 JBH Property Consultants - Assistant Surveyor/ Admin Assistant**

**Education and Qualifications**

**September 2012 – December 2013 Liverpool John Moores University, school of the built environment**

* MSc Hons Quantity surveying and Commercial management - Merit

**September 2007 – May 2010 Liverpool John Moores University, School of the Built Environment**

* BSc Hons Building Surveying - 2:1 Class with Honours

**September 2004 – 2007 Calderstones Sixth Form**

* A Level - I.C.T – B, Economics – C, Travel and Tourism – C, General Studies – C

**September 1999 – 2004 Calderstones School**

* **GCSE’s** -English – B, Mathematics – B, I.C.T – B, Double award Science – B, B, Business Studies – B, Geography – B, French – C, Sociology – B

**Hobbies and Interests**

Enjoy playing football each week which has given me confidence, a healthier lifestyle, improve my communication and team working skills.  
Socialising with friends and meeting new people. I also enjoy keeping fit by going to the gym and practising martial arts in my spare time.

References are available upon request.