**Personal Profile**

I have been working in the building industry for the past ten years focussing on restoration and refurbishment of domestic and commercial properties within the private and public sector. My main interest is in re-construction of period buildings and the construction of new builds whereby I can use my creativity and spatial awareness to visualise, reconfigure and ensure maximum functionality while spotting any defects or problems that may arise during refurbishment or construction. I have excellent project management and interpersonal skills with the ability to establish and maintain working relationships with senior management and other skilled site operatives. Currently looking for opportunities within building inspection or surveying.

**Employment History**

ASB Plastering, Plastering Contractor June 2008 Present

Key Accountabilities

* Working on site in collaboration with building inspectors and contractors
* Establish and maintain a large client database of previous customers including large national and multinational construction companies
* Controlling business accounts – Profit and Loss/purchasing of assets/depreciation
* Undertaking risk assessments and maintaining Health and Safety standards
* Arrange sub-contractors for projects, negotiate terms and oversee work
* Use building plans to cost out jobs, material requirements and work out timescales
* Liaising with suppliers to ensure that all delivery deadlines are met
* Identify and rectify construction defects via visual inspections
* Undertake large commercial contracts – current customer portfolio:

Local housing associations: WHG, Sandwell Council, Midland Heart, Axis (current)

MOD Brecon Barracks

Shire Hotels

Marston's Brewery

**P Barbers Butchers**

Manager July 1992 – February 2013

Key Accountabilities

* Successfully ran three market stalls, gaining a further promotion to management of two high street outlets
* Monitored product costs in order to maintain a 45 to 50% profit margin
* Focussed on the changing market and introduced a range of new products to keep up with market trends
* Maintained a high standard of quality produce in order to sustain customer loyalty
* Introduced a range of initiatives to increase turnover, including updating outlet image, introducing online shopping and home delivery
* Managed staff and premises/market stalls

**EDUCATION AND QUALIFICATIONS**

**Wolverhampton University – September 2018 to present**

HNC Building Studies (I have passed my first year)

Modules:

Sustainable construction technology

Built environment academic and employment skills

Law and construction procurement

Enterprise & Employability Silver Award

**Construction Skills College 2007**

NOCN Hand Plastering/Dry Lining Course

NVQ Level 1 – Introduction to Plastering Techniques - Pass

**Meat Training Council June 1995 - July 1999**

The Meat Mangers’ Hygiene and HACCP Course – Pass

NVQ Level 2 – Meat Processing - Pass

**LONDON CHAMBER AND COMMERCE & INDUSTRY – FEBRUARY 1997**

NVQ Level 2 – Retailing

**DAVE VALLEY HIGH SCHOOL - 1992**

GCSE 6 A-C (including Maths and English)

**Key Skills**

* Excellent communication and inter-personal skills, with the ability to motivate, persuade, negotiate and influence both orally and in writing.
* Able to flag issues early, solve complex problems that do not have routine solutions and successfully drive change into organisations
* Highly organised, analytical and structured with good attention to detail
* Experience of negotiating using diplomacy and tact
* Ability to manage own workload and that of others
* Able to collaborate and build valuable relationships, internally and externally, by actively listening and communicating clearly with customers and colleagues.
* Constantly looking to develop and challenge myself, maximizing my personal potential and that of others.

**Additional Information**

In my spare time I like taking long walks with my dog’s, clay pigeon shooting and taking city break holidays throughout Europe.

**REFERENCES**

* Anthony Hatfield Seignior Lecturer Wolverhampton University.
* References of Contractors and previous employers available on request.
* References from building inspectors I advise available on request (AXIS, Sandwell Council)