Simon Shaw

Ashton-Under-Lyne

simonshaw87@hotmail.co.uk

07539502406

Additional Information

I consider myself to be hard working, reliable, honest, and flexible and enjoy learning new skills.

I am capable of working on my own or part of a team also, I have excellent communication skills and I am responsible person and I am very keen to pursue a career in Quantity Surveying and I have sound knowledge of standard forms of contract.

I currently hold a bachelor degree in quantity surveying.

Education

**University of Salford**

2016 to 2019

BSc in Quantity Surveying

**University of Salford**

2014 to 2016

HNC in construction and the built environment

**Stockport College September**

2006 – 2008

N.V.Q (painting and decorating)

**South Chadderton School September**

1998 – 2003

Work Experience

**Quantity Surveyor**

John Greenwood Builders Ltd

May 2019 – September 2019

**Reason for leaving**; made redundant due to the company scaling back operations.

John Greenwood Builders are a regional contractor who turn over around £10m per annum. I was employed as a Quantity Surveyor and was involved in the daily commercial running of nine projects from inception to practical completion.

The projects where;

St Ambrose School, window and cladding replacement – JCT intermediate contract 2016 – contract value of £45k

Park House grade ll building – internal dry-rot remedials, roofing works, removal of asbestos and external repair work – JCT minor works contract 2011 – contract value of £120k

St Joseph School Winsford – window and cladding replacement – JCT minor works contract 2011 – contract value of £15k

Booth charities window – window replacement – JCT intermediate contract 2016 – contract value of £120k

St Herbert’s Presbytery – Full internal refurbishment of a 5-bedroom vicarage – JCT Intermediate contract 2011 – contract value of £140k

St Pauls School – door replacement, new partition walls and decoration – JCT minor works 2011 – contract value of £20k

Ashburne Hall – fire alarm upgrade – JCT minor works 2011 – contract value of £110k

Rochdale Housing – external repairs and decoration – JCT minor works contract – contract value of £180K

Rosebank School – replacement windows and internal refurbishment – JCT minor works 2011 – contract value of £25k

My responsibilities include but not limited to:

• Cost and value reporting at project level

• Cashflow forecasting

• Setting up project budgets from tenders

• Continually monitoring project costs to complete in line with estimate budgets

• Preparation and submissions of variations to the client

• Ensuring correct contract administration

• Preparation and submission of external valuations

• Procurement, selection and management of subcontractor accounts from award to final account

• Controlling project costs and managing revenue

• Attending and agreeing final account meetings

• Liaising with client/ client representative on commercial issues

**Intermediate Quantity Surveyor**

Dawnus Construction Ltd

September 2018 to March 2019

**Reason for leaving**; company went into administration.

Dawnus where an international construction and engineering company who turned over around £200m per annum. I was employed as an intermediate Quantity Surveyor and was involved with one contract on a daily basis and assisting on two other projects when required.

The projects where:

Regent road, roadworks - NEC 3 contract Option A, with a value of £6.5m

Assisting on Gorse Hill Primary School - Public Sector Partnering Contract, Option 3 with a value of

£1.06m

Assisting on CRC infrastructure Project - NEC 3 contract Option B, with a value of £1.32m

My responsibilities include but not limited to:

• Cost and value reporting at project level

• Cashflow forecasting

• Continually monitoring project costs to complete in line with budget

• Valuation of variations, preparation ready for submission of variations/ compensation events.

• Ensuring correct contract administration

• Assist with external valuations

• Procurement, selection and management of subcontractor accounts from award to final account

• Controlling project costs and managing revenue

• Preparing tenders for building and civil engineering schemes

• Liaising with client/ client representative on commercial issues

**Job Role - Quantity Surveyor**

Sound Interiors Ltd

June 2017 to September 2018

Main roles and responsibilities;

At Sound interiors Ltd I was employed as an assistant quantity surveyor working on the SFS, partition, MF and grid and tile ceilings and plastering packages, I was involved with the daily financial running of three concurrent project.

The projects were:

Colwyn Bay County offices – Design & Build subcontract order, with a contract value of £1.65m.

6 Great Marlborough Street – Design & Build subcontract order, with a contract value of £800K.

Adelphi building, remodelling – contract value of £30k.

My responsibilities include but not limited to:

• Measure from drawings to compile quantities for materials and operatives block prices

• Measurement of operatives and sub-contractors work for the monetary payment system

• Recognise, record and pricing of variations, CVI's and agree any extra works

• To measure and record works for monthly valuations in line with the valuation dates and submission of VAT invoices where required

• Project cost control and cost reporting

• Set and follow project budgets

• Ensuring cash flow is maximised

• Record all relevant events for delay's and loss and expenses claims

• Maintain an accurate filing system

• Production of monthly cost value reconciliation reports

• Weekly commercial and contract management meetings

• Monitor and ensure full payments are received in line with the contract

**Job role - Assistant Estimator/ Quantity Surveyor**

Siteform flooring contractors Ltd

June 2015 to June 2017

Main roles and responsibilities:

At Siteform flooring contractors I was an assistant estimator/ quantity surveyor, working under the

commercial manager and directors. Working on a range of projects from healthcare, residential, offices, restaurants, student accommodation, refurbishment and new builds.

Projects include;

• West India quays restaurant (London) fit out - McGoff & Byrne. Value £20,901.00

• National trading museum (Liverpool) fit out - Krol Corlett. Value £16,080.12

• WHSmith shop (Redditch) fit out - Spacefit UK. Value £2,160.00

• Clippers quays (Salford) office refurbishment - F3. Value £6,948.00

• Swinton insurance shop (Bury) fit out - Harvey's shop fitters. Value £2,332.08

• Physics building University of Lancaster, educational - Eric Wright. Value £153,182.06

• Belvoir letting agency (Oldham) fit out - Jigsaw. Value £2,092.36

• X1 Eastbank (Manchester) 112 new build apartments - HT Forrest. Value £320,281.71

• Matheson House (Telford) office refurbishment - ISG PLC. Value £347,346.63

• Khalsa science academy (Leeds) educational, Eric Wright. Value £85,511.89

• Car people (Warrington) fit out, Caddick. Value £23,533.07

• X1 the plaza (Manchester) 232 apartments new build, HT Forrest. Value £430,523.87

• Cheadle & Marple 6th form college, educational, Seddon. Value £69,592.24

My responsibilities include but not limited to:

• Preparation of tenders on varied and multiple projects.

• Eliminate commercial risk

• Liaise with suppliers to obtain prices

• Tendered projects ranging from £1000 - £2,000,000

• Setting out programs of works and job packs for site operatives

• Submitting variations.

• Preparation of valuations

• Preparation of final accounts

• Assisting the commercial manager

• Assisting with numerous live projects ranging from £1000 - £319,000

• Schedule of materials to be placed

• Procurement of plant and labour

• Measure and re-measure of works completed

• Submitting valuations

• Management of domestic sub-contractors

• financial management of materials ordered

• ensure contract files and records are maintained and kept up to date

**painter and decorator**

2010 - 2015

**Armed forces**

2007 - 2010

Skills and Achievements

• Communications

• Computer literacy

• Deadline Dependant task completion

• Planning/scheduling

• Problem resolution

• Problem solving

• Public speaking

• Relationship and team building

• Commercial awareness

• Proficient in all Microsoft programs

Qualifications

• Certificate in service values and ethics

• Key skills level 1 (improving own learning and performance)

• Key skills level 1 (working with others)

• Key skills level 2 (communications)

• Key skills level 2 (application in numbers)

• Key skills level 2 (problem solving)

• Diploma level 2 (site joiner)

• Advance construction award (painting and decorating)

• N.V.Q level 2 (public services)

• N.V.Q level 3 (painting and decorating)

• CSCS card

• Knowledge of standard forms of contracts