**Ryan Sinclair Curriculum Vitae**

**Contact Details**

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**Introduction**

Since leaving school in 2006, I have been working in construction employed by Genlec Ltd. I have progressed from apprentice electrician to M&E Site Manager.

Throughout my career, I have worked on multi million pound projects across the UK. These include locations such as; Sellafield, GCHQ and BAE Systems. As these are high profile sites, I have acquired all levels of security clearance for each one.

Whilst I’m electrically biased, over the last 12 months I have been involved in an full design and build M&E residential project ,which I have thoroughly enjoyed, broadening my skillset by taking full responsibility for co-ordination between MEP services and leasing with multiple M&E sub-contractors on a daily basis.

I perceive myself as a fast and conscientious learner; acquiring knowledge from highly experienced professionals during my time at Genlec Ltd.

**Personal Qualities**

* Developing and maintaining relationships
* Working as a team
* Keen eye for detail
* Eager to learn and develop new skills
* Hard worker
* Punctual

**Qualifications**

* NVQ Level 3 in Electrotechnical Services
* AM2 Assessment Of Occupational Competence
* BS7671 18th Edition
* SMSTS

**Skills**

* Microsoft Office ( Excel, Word, PowerPoint, Outlook )
* Electrical industry standards
* Comply to health and safety regulations
* Programs of work
* Resource loaded close out trackers (Microsoft Excel)

**Experience**

Genlec Ltd.

1. M&E Site Manager- July 2018- Present

Responsibilities

* Managing a group of electricians to 1st and 2nd fix 101 luxury apartments
* Managing a group of electricians to 1st and 2nd fix a MSCP
* Full procurement of all materials for the project in line with the clients spec
* Aligned M&E sub-contractors in line with construction program
* Reviewed and submitted sub-contractors RAMS to the client for approval
* Liaised with design team to resolve any on site issues that arise
* Developed and implemented a QA system to form a staged handover process
* Maintained an Electrical safe systems of work procedure throughout the project
* Demonstrated weekly progress reports to the Project Manager
* Attended daily client co-ordination meetings

1. Electrical Supervisor at Genlec Ltd- Jan 2018- July 2018

Responsibilities

* Supervised a group of full time electricians on a Sellafield Ltd construction site
* Submitted take offs to the Electrical Site Manager
* Attended the clients daily morning briefs
* Delivered weekly tool box talks

1. Electrician at Genlec Ltd- August 2009- January 2018

Responsibilities

* Covered the full range of electrical works Industrial, Commercial and Domestic

**Conclusion**

To conclude , I have enjoyed my time at Genlec Ltd. However, I am looking for a new challenge to progress my skills and abilities further. I am eager to develop my knowledge further within management and ultimately achieve my future goal as Project/Contracts Manager.

**References**

Sean Orton- Project Manager at Genlec Ltd

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Dean Busby- Mechanical Site Manager at Genlec Ltd

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