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**NATALIYA MONASTYRETSKA**

**CURRICULUM VITAE**

***POSITION:*** Assistant of Quantity Surveyor

***QUALIFICATIONS***

MSc Quantity Surveying (Finishing September 2019)

BSc (Hons) in Economics and Enterprise

NVQ Level 3 AAT in accounting – 1-year course

Measurement and its Application to CESM and MMHW – Chartered Institution of Civil Engineering Surveyors – 3 Days Course

Safety Management - 1 Day Training

BIM Essentials - 14 Hours on Line Course. Overview of: BS1192:2007 & PAS1192-2:2013

QDMS system

Leadership Excellence – 1 Day Training

***KEY SKILLS***

* High attention to detail and problem solving
* High level of interpersonal skills and team working, able to communicate efficiently with all levels including senior management, shareholders, client and third parties.
* Proven ability to analyse, plan, manage and motivate
* High attention to details and problem solving
* High level of IT
* Extensive experience with RIPAC for production of BQs software
* Experience in QA procedures and systems
* Experienced in the use of the Method of Measurement of Highway Works (MMHW4), and Civil Engineering Standard Method of Measurement (CESMM)
* Energetic/Can Do approach to make things happen

***CAREER SUMMARY***

Working in Construction and the Oil & Gas Industry for over 20 years in various roles such as personal assistant, accountant and document controller for 8 years. I joined Corderoy in October 2016 as a Trainee Quantity Surveyor with a day release to Salford University to gain an MSc in Quantity Surveying. I have worked on prestigious projects such as Manchester Metrolink Trafford Park, Mersey Gateway, Gatwick Taxiway Rehabilitation, Silverstone Tunnel, Brent Cross and various Smart Motorways projects M1 J13-15, M4 J3-12, M6 J2-4 & 13-15 and M20 J3-7 & J10A and HS2 and other projects.

***TIME MANAGEMENT***

Strong organisational skills with sound time management and ability to work autonomously whilst remaining a team player

***LANGUAGES***

Russian - Native Language, Ukrainian – Advanced, English – Advanced (Translation of documents from English to Russian or Russian to Ukrainian and vice versa), Polish – Limited, Serbian – Limited, Yiddish – Limited

***EMPLOYMENT HISTORY***

**October 2016 to Present Corderoy**

**Trainee/Assistant Quantity Surveyor – Manchester**

* Measuring drawings using the various methods of measurement, predominantly the Method of Measurement of Highway Works (MMHW 4) and CESMM 4
* Preparing of Bills of Quantities for highway and infrastructure work
* Estimates for OLE clearance solutions at bridge sites including track lowering, reconstructions, jacking solutions and parapet compliance works for HS2
* Production of Sift cost documents for HS2
* Checking measured drawings and BOQ
* Office Safety Manager/Fire Warden/induction of new office staff/updating monthly and quarterly forms
* Petty cash reconciliation of the office/ordering office stationery

**March 2016 to October 2016 Arcadis**

**PMO Document Controller – Manchester Airport Extension Project value £1bn**

***Responsibilities:***

* Manage the flow of information for the project in line with the design deliverables, schedules, programmes
* Monitor and update any change and modification to the technical documents. Highlight any deviations
* Providing access permissions and setting securities to DMS for new users
* Training and guiding the project team and wider stakeholders on the project on how to use the DMS
* Quality check all information and upload to management system of issued documentation
* Ensuring that key deadlines are achieved
* Publishing of the Contract Monthly Reports for the MAN-TP team

**June 2015 to March 2016 Bluu Co Manchester UK**

**Document Controller/Office Manager/Bid Co-ordinator**

***Responsibilities:***

* To receive new tenders, ensure all up to date documents are saved in the appropriate folders
* Archive superseded drawings and documents during the life time of the project in line with company procedures
* Maintain Drawing / Document register
* Ensure that the Contract Managers & PMs are issued the latest drawing registers
* Creation and management of approved subcontractors register
* On receipt of new enquiries, manage the Preconstruction Tracker which highlights key information required
* Issue quotation requests to sub-contractors and suppliers and track responses
* Through email or verbal communication, ensure team member is on target to hit their deadlines
* Report slippage on the tracker to the appropriate Head of Department or line manager

**March 2015 – June 2015 - Vantrunk Appleton UK**

**Document Controller/Sales Coordinator**

***Responsibilities:***

* Creating and submitting to client, required documentation (Supplier Document Register (SDR), Production Schedule, Data sheets, Weight of product, Dossier, Drawings, MDR, HSE documentation, Maintaining SDR.
* Ensuring all drawings and technical specifications are up to date
* Creating and issuing to client: Packing Lists, Shipping Marks, Invoices, Credit Notes
* Registering and processing Invoices and Credit notes to Fate (company accounts system)
* Liaising on a daily bases with clients to arrange delivery dates and times, transport identifiers etc
* Supplying all required information and documentation for export deliveries
* Provide support and assistance to Sales team about document control issues
* Ensuring timely processing and return of documentation

**October 2014 – March 2015 - Morris and Spottiswood Warrington UK**

**Project Administrator/Document Controller**

***Responsibilities:***

* Acted as focal point for all internal and external customers, suppliers and subcontractors
* Provided an efficient, proactive and responsive administrative support to the Framework team across all aspects of operational delivery
* Took responsibility for auditing and compliance processes for the Warrington project team and subcontractors.
* Controlled compliance with pre-construction files including Site H&S and Operational files in line with the Safety Management System and “Our Way” requirements
* Distributed relevant documentation to project teams, cleared outlining the set protocol to follow
* On a weekly bases, reviewed the latest drawings and updating drawing rack
* Issued latest drawings to suppliers/subcontractors
* Prepared Site Files and O&M Manuals ready for issue as detailed on Workload Programme
* Reviewed and co-ordinated latest Approvals and Consents tracker received from Design Consultants
* Attended Framework Review Meetings and providing administrating support as required

**April 2014 – September 2014 Woodside Energy Ltd Perth, WA**

**Document Controller – Karratha Life Extension Project $27 bn (10 Year life)**

***Responsibilities:***

* Undertake a range of Document Control activities to ensure all Project requirements are met with respect to incoming and outgoing documentation
* Supply CRN (Control Registered Numbers) to the engineering team contractors and sub-contractors
* Registration and distribution of documentation associated with company requirements
* Provide support and assistance to KLE team with regard to document control issues
* Managing the documentation workflow between contractors and Project team
* Provide advice on procedures of issue and methods in accessing the system
* Attending weekly and monthly project meeting and contributing Document Control reports
* Expedite Vendor Documents
* Safety, understanding and achievement of the companies Targer Zero policy
* Ensure timely processing and return of documentation.

**June 2012 – December 2013 Clough AMEC Pty Ltd, Perth, WA**

**Senior Document Controller – Chevron ESC Project $50m**

***Responsibilities:***

* Successfully completed final hand-over to client – this involved identification of required electronic and hard copy documentation and preparation for archiving hard copies.
* Supervised and mentored direct reports.
* Acted as focal point for all project documentation and provided regular reports internally and externally.
* Provided training to Document Control team and SPF training to engineering team.
* Communicated any opportunities for the development and improvement of Document Control processes.
* Controlled the identification, registration, review and distribution of all documentation associated with Work Orders / Work Packs / RFQ / PO’s/ Drawings etc.
* Registered and controlled technical queries, engineering changes etc.
* Liaised closely with Client document control to facilitate the flow of documents and verification records in and out of the client’s system.
* Attended maintenance meetings and provided document control updates / progress.
* Provided support / assistance to Clough AMEC team with regard to document control issues.
* Established and maintained SPF document control database.

**Prior to 2012 I worked for:**

* June 2011 to June 2012 Clough AMEC Pty Ltd, Perth WA - Document Controller – Bayu-Undan
* October 2010 to June 2011 Laing O’Rourke Construction Pty - Document Controller, Rail Administrator, Travel coordinator, Commercial Assistant Perth Western Australia
* October 2009 to June 2010 Bovis Lend Lease Ltd Blackpool Recycling Centre - Completion Administrator and Document Controller
* July 2007 to October 2009 Edmund Nuttall Ltd Wigan - Document Controller
* November 2006 to June 2007 Edmund Nuttall Ltd Wigan Lancashire - Receptionist/Clerical Assistant – work experience while studying.
* 2003 to 2006 London Design Interiors Ltd - Kiev Ukraine Accountant
* 1998 to 2003 Liko Ukraine Ltd Kiev Ukraine - Secretary/Personal Assistant

***REFERENCES AVAILABLE UPON REQUEST***

***INTERESTS AND ACTIVITIES:***

Netball, running, attending Toastmasters club, yoga, skiing, horse riding, dancing, playing pool, backgammon, fly fishing, sea fishing, motorcycling, travel, cinema, reading. I love spending time with family and friends.