**James Wilson**  
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**Experience summary**

I have been actively employed in the process industry in construction for the last 4 years, since graduating from University. My main experience comes within the QA/QC management side of operations and within document control associated with pipework fabrication and mechanical and electrical installation. I have been deployed as a key member of a commercial management team that was engaged in a significant contract claims defence. Currently I am employed as a Document Controller on an innovative new-build Nuclear project in Cheshire.

**Personal Profile**

I am an extremely proactive person, who enjoys undertaking new challenges. I am a person who regularly undertakes courses and qualifications with the aim to improve and learn. Qualifications gained prove that I can adapt to situations and shows I am a person that has great aptitude and a tremendous attitude to perform well. Additionally I believe University and my work history within construction has been an excellent experience in helping to develop me professionally. I believe now is the time to continue to progress and I am eager to do this through this application.

**Key Skills and Qualifications**

I am experienced in QA/QC activities, with a full understanding of ISO 9001 Standards. I understand project quality functions with the ability to read and understand schematic drawings. I have a working knowledge of certification and documentation controlling internally and externally. I have technical knowledge of electronic document management systems, fabricated equipment, and inspection activities. I have the ability to procure written reports, work on my own initiative or as part of a team, correspond and communicate with partners and managing contractors. I am extremely computer literate and have the ability to use a wide range of programmes.

**BSc Honours Degree 2:1**   
**Microsoft Office Specialist**: Access 2010; Excel 2010; Outlook 2010; Project 2010  
Powerpoint 2010; Viso 2007; Windows 7; Windows 8; Outlook 2010; Office 2010; Paint Shop; SAP R/3 Release 4.6; Microsoft Works; Crystal Reports; Lotus Notes ; Word 2012; Quickbooks 2012.  
**CSWIP 3.0 Visual Welding Inspector Level 1  
ISO 9001: 2008 Foundation   
Primavera P6  
PRINCE2  
Quantity Surveying Foundation CPD  
MSc Quantity Surveying  
MSc Construction Project Management**

**University**From 09 to 12  
  
I attended Northumbria University in Newcastle and undertook a BSc degree in Business Management in Sport and secured a 2:1 class degree. Key modules that I excelled in were business management, event management, strategic planning, and my dissertation. Additionally, to the educational side of University, I believe that the relocation to study and constant interaction with a variety of people enabled positive development of my personality, with regards to improved communication and increased independence. Currently I am undertaking a masters’ degree, via the distance learning method, in Construction Project Management.

**Job History**  
 **Wood**Birchwood  
March 2019 – Present  
I joined Wood as a document controller and I am responsible for working on multiple nuclear sites remotely – those including Dungeness, Dounereay and Urenco Chemical Plant. I had site ownership responsibilities and maintained companies Sharepoint EDMS, whilst utilising the companies Convero system and clients CEMAR EDMS that enabled the interchange of all deliverable documentation such as drawings, LTQRs, specifications and TQs.

**LCA Controls**TMF Nuclear Facility, Capenhurst  
June 2018 – February 2019  
I joined LCA controls as document controller and I was responsible for assisting with their EDMS system that looks after all elements of site documentation. Furthermore, I assisted with ensuring that LCA systems correlates with the client system and for all QC on deliverable documentation, such as test and inspection check lists, punch list items, RAMS, LTQRs and HSE documentation.

**Jacobs**TMF Nuclear Facility, Capenhurst  
January 2017 – March 2018  
Here I joined the completions department as a Completions Administrator. My primary function was to data input, upload, edit, delete and maintain the document management system used, named OCCMS, in line with tangible documents that were imperative to understanding completion of different disciplines, such as mechanical, piping, electrical and civil. I was also responsible for assisting in the coordination with document control, quality, and engineering and commissioning departments for release of test packs and completion check sheets, ITPs, risk assessments and test certificates. Additionally I was responsible in assisting with the master punch list used on site, keeping this up to date, liaising with staff to identify and clarify outstanding and completed punch items and maintaining the system used, which was an Excel based system.

**M+W**Sita SUEZ Waste to Energy Plant, Shepperton, London  
October 2016 – December 2016On a temporary contract, I was employed as the Senior Document Controller. I was responsible for controlling the EDMS system utilised on site and was deployed as the system administrator for the system, which was a SharePoint based programme. I was also am responsible for controlling and issuing RFI’s, TQ’s, Lift Plans, RAMS and correspondences to and from the client and subcontractors.

**Jacobs**TMF Nuclear Facility, Capenhurst  
January 2015 to August 2016Here I am part of the Document Control department. I am responsible for helping to maintain the EDMS application used on site, which is Documentum. I was also am responsible for controlling and issuing RFI’s, TQ’s, Lift Plans, RAMS and correspondences to and from the client and subcontractors. I was involved with updating and populating other data sharing applications used, such as Prolog.

**Laing O’Rourke**Royal Liverpool Hospital Project  
September 2015 to October 2015  
On a short term, consultancy basis, I worked for Laing O’Rourke as project information manager, based on the royal Liverpool Hospital Project. In conjunction with the QA/QC team, I was responsible for overseeing the management systems in place, expediting, auditing the subcontractors and making sure they are producing deliverables in compliance with the project specification, through extensive use of 4Projects.

**Jacobs**Thames Oil Port Project, Essex  
August 2013 to January 2015  
As part of claims defence team based in Jacobs, Reading supporting commercial and contract case preparation in defence of a successful construction dispute. This entailed close work with in-house and external legal teams, developing a database of counter arguments and analysing legal documentation in association with claims against the company.  
  
Previous to this I was part of Jacobs’ QA department as a QA Coordinator and Document Controller on a complex reconfiguration project at the Thames Oil port Refinery in Coryton, Essex. My responsibility included management of technical queries, developing and maintaining new QMS to enable recording of data to be succinct and accurate, coordination of pipework inspections, work pack preparation, field audits, Operational Procedures were followed on site and adhered to in accordance with Industry Standards. Other duties included processing drawings and documents. The use of SharePoint was a regular role of mine, along with the Document Control team. **Interserve**  
Waste to Energy Project, Runcorn  
September 2012 to August 2013  
I was promoted to the QA as their Coordinator but would also remain the lead document controller. I was responsible for managing the NDT of butt welds daily, organising welder testing and certification, keeping track of progress of welding, maintaining files, updating physical and electronically files, utilizing company programmes such as DATAEASE and PRISM to maintain a database of work and administration purposes, keeping track of repairs and procedures, helping and advising with recruitment to the department and reporting to line and senior management for all other issues with regards to QA/QC. Whilst being the lead document controller I was in charge of supervising the new document controller that had joined the company.

**Interserve**  
Waste to Energy Project, Runcorn  
September 2012 to August 2013  
Working as a Senior Document Controller for Interserve on the waste-to-energy plant in Runcorn, Cheshire, I was responsible for all the correspondences being sent and received to the company. I assisted with the payroll department, I administered construction drawings to the correct personnel, and data input into the different systems for attendance register. I was using all Microsoft Office packages and consider myself proficient in this. I used the Lotus QuickR system to supply and receive documents via transmittals. I worked alongside the QA, Commercial and Payroll departments in helping them understand this system and training them to utilise key documents important to their job role. I was responsible for teaching new members of the company how to use the system.

**References**

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| --- | --- | --- | --- |
| Person | Company | Address | Phone Number |
| Neil Graney | Northumbria University | Newcastle City Campus, Ellison Place, Newcastle upon Tyne, Tyne and Wear NE1 8ST | 0191 227 4608 |
| Graham Mountfield | Jacobs | 1180 Eskdale Road, Winnersh, West Berkshire, RG41 5TU | 07880713436 |
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