Jonathan Helm

22/05/1997

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EDUCATION

**Loughborough University** *September 2016- June 2018*

Quantity Surveying & Commercial Management

**Darlington College** *August 2013- April 2015*

Level 3 BTEC Sport (Performance & Excellence) - *D\*D\*D\**

Level 2 NVQ Achieving Excellence in Sports Performance - *Pass*

Level 2 Football Coaching Award

**Stokesley Secondary School** *September 2008- June 2013*

GCSE’s: 10 Grade A-C, including Mathematics (*A\**)

WORK EXPERIENCE

**EE Smith Contracts Ltd**

November 2018 - October 2019

* Currently working at a specialist interior and joinery contractor as an assistant quantity surveyor.
* Worked on a £10.5million project (an auditorium for Goldman Sachs) achieving the highest profit margin in the company’s history.
* Priced and submitted variations, visited site weekly in order to assist with the submission of valuations, produced monthly CVR’s to enable me to see where we were losing/gaining money in the project.
* Produced several budgets for projects to allow us to manage our expenditure for the different nominal codes.
* Was made a super user for the new Chalkstring system that we were implementing across the company.

**Topside Group Limited, Billingham**

May 2015 - August 2016/July 2018 - September 2018

* Worked for a curtain walling contractor predominantly in the commercial department as a quantity surveyor but also completed a couple of weeks in a coordinator role.
* Created and issued enquiry packs for installers to price and then chose the most suitable fixer for the job based upon aspects such as: price, quality of work & location of the project.
* Was given the task to supervise a group of fixers on site at Cramlington Hospital for circa 6 weeks.
* Created and formatted new documents in order to follow the contribution forecasts of past/current/future projects.
* Directly assisted the managing director with a political issues we had with a principal contractor.
* Held meetings with suppliers discussing the possibility of future works with them.
* Participated in weekly production meetings.
* Was awarded the responsibility for being the project QS on a range of projects which was a steep but rewarding learning curve for myself.
* Assisted commercially on projects such as: Gateway House (Manchester), Queen Street (Leeds), Office 3 (Sheffield) & The Word (South Shields).
* During the summer of 2018 I returned to Topside on a summer placement where I carried out similar work to what I had completed previously.

**VINCI Construction Ltd**

July 2017 – September 2017

* Earned a sponsorship from VINCI which gave me a 3 month summer placement with the company working on site at Darlington Memorial Hospital.
* Managed the subcontractors check in times on the turnstiles and compared their hours claimed to the hours they actually worked and paid them accordingly.
* Measured drawings for different works, then would walk around site and mark off the works that they had completed in their scope in order to work our a figure to pay them.
* Made regular payments on COINS.

**Middlesbrough Football Club**

July 2013 - May 2015

* Earned a 2 year footballing scholarship with Middlesbrough FC.
* Played as a defender with my strengths being my speed, power, mental strength and concentration.
* Competed in over 100 competitive games throughout the 2 years for both the U18 and U21 teams.
* Completed a daily diary describing what activities we carried out during the day commenting on our strengths, weaknesses and improvements to be made for future training sessions.
* Responsible for certain jobs on the complex such as: cleaning the changing room, tidying the gym & cleaning a first team player’s boots.
* Managed my time accordingly in order to complete my college work allowing me to focus on the football.

SKILLS

**Leadership and Communication**

* The nature of my work often required me to chase up accounts departments for payments, have debates with my peers regarding the best way around a problem & keeping track of documents making sure they’re updated and correct.
* During my school education I was captain of the Football, Athletics and House Sports teams. As captain I devised fitness and training practices, encouraged morale and strengthened the relationship amongst the team. I received various awards including the ‘Victor Ludorum’ award. I also represented my area and county for Football, Cricket, Tennis & Athletics.
* Employment with Topside Group has enhanced my communication skills through the daily phone calls I would have with the main contractors, suppliers & installers.

**Determined & Self Motivated**

* Working at both Middlesbrough & Topside has prompted and encouraged me to challenge and question information. It has motivated me to investigate my strengths and weaknesses.
* Finding out what weaknesses I possess has allowed me to work and these and in some cases develop them into some of my strengths such as my communication skills.
* Having not achieved my goal at Middlesbrough of becoming a professional footballer, this has given me a drive so that I don’t get that feeling of failure again.

**IT Skills**

* I am a highly competent and confident user of both Apple Mac and Microsoft systems. Frequent user of Microsoft Office using Word, PowerPoint and Excel.

**References**

* References are available upon request

EXTRACURRICULAR

* Played football for England U17 in the Nordic Cup.
* Won a tennis tournament which gave me the opportunity to play at Trafalgar Square with Tim Henman and Boris Becker.
* Full clean UK Driving Licence.