**steven Luke harris**

Bollington

Cheshire

07708030903

Lukeharris32@outlook.com

**Skills Summary**

I am a driven individual and I want to achieve all I possibly can within the construction industry. I believe in my ability to perform whenever I am called upon and can work as part of a team or as an individual and use my initiative to problem solve and make the best from any situation I find myself in. I am computer literate in a number of construction programmes and have worked with Excel for a number of years.

**Education and qualifications**

8 A-C grades including

* Mathematics
* Double award science
* English language and English literature.

City and guilds level 2

* Electronic communications operations
* Key skills in working with others
* Application and number
* ICT
* Carpentry and Joinery

HNC Construction and surveying (MERIT)

* Computer aided design.
* Health, safety and welfare in construction and the built environment.
* Construction and the environment.
* Science and materials in construction and the built environment.
* Mathematics in construction and the built environment.
* Construction technology and design.
* Graphical detailing.
* Building surveying
* Surveying in construction and civil engineering.

**Current position**

**TSG building services – Construction buyer and Assistant Quantity surveyor**

The company is based in potters bar and has several divisions attached to it. I am based in the new build department and my job role is as mentioned above. We deal with new build social housing projects across London and surrounding areas, along with high end residential refurbishments. I deal with the day to day ordering of building materials and sourcing new contractors along with negotiating prices with merchants and rebates with existing suppliers. We are running numerous sites ranging from £500,000 - £4,000,000. To add to this I am also capable of performing my own take offs from architects drawings in order to make the process of ordering materials quicker and smoother, this also helps me assist with the quantity surveying side of things. I along with our senior QS make regular site visits to ensure all measures from subcontractors are correct.

We currently have 6 live sites which all fall under my umbrella, they are as follows

* Dudley Court, Fleet – 16 flats
* Bonner Hill road, Kingston – 20 flats
* Riverside drive, Richmond – 2 Units
* Maguire drive, Richmond – 2 Units
* Clifford road, Richmond – 3 Units
* Pavilion Court, Hampstead – Refurbishment of 20 flats

As mentioned in my opening paragraph I supply and source all materials for the above projects. I have set up new supply chains with both suppliers and sub-contractors and also negotiated new terms with our existing suppliers, improving our rebates in the process. We have our own in house order system which myself and the senior QS set up which is running smoothly between ourselves, the site staff and the accounts department. As well as ordering materials and sourcing sub-contractors I deal with all necessary plant hire for all live sites. Please see a list of a few of the materials that I deal with on a day to day basis.

* Blocks for substructure
* Engineering bricks
* Standard blocks
* Bricks
* Drainage
* Block and beam flooring
* External cladding
* Roof tiles and trusses
* Timber and metal stud work
* All internal timber and doors
* Sanitary ware

I also spend my days preparing documents to send out to our list of approved sub-contractors for tendering purposes and interview our chosen contractors along with our senior surveyor.

**D and S developments- Head Buyer and Quantity surveyor**

**2005-2016**

I started working for a close family members company in 2005 and upon his semi-retirement in 2012 ran the company until he took full retirement in 2016 and felt it was time to close the business, during this time I learnt a vast range of skills and knowledge within the construction industry. The business bought land some years ago and built small to mid-size housing estates in the North East Lincolnshire area for a number of years. I started as a trainee and on completion of my HNC took over the day to day running of the procurement for sites working closely my team of site managers, the local council and with architects.

My main duties included the procurement of all site materials from substructure through to finishes, I dealt with everything from road layouts, drainage plans and Substructure plans right through to final fix for all trades. The majority of the sites where housing developments of, on average 10 properties and I liaised with the relevant authorities and contractors to keep the projects on time and within budget. To add to this I also interviewed and negotiated with subcontractors as well as preparing tender documents for the majority of trades.

**Awards and Acknowledgements**

I have had the pleasure of being able to play professional golf for a number of years only recently taking back my amateur status.