**Ryan Graves**

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**D.O.B 08/04/1991**

**2 Roman Road Crescent, Clitheroe BB7 1FZ**

**Personal Statement**

I am currently an employee at T Sumner Smith Ltd (TSS), Chorley, Lancashire. I am also a part time student at the University of Central Lancashire studying Quantity Surveying that I started in September 2016 (Currently in Year 4 of 5). I am extremely keen to return to the contractor’s side of the fence as TSS are a consultancy and I feel I have had enough time to understand what I want from my career. I previously worked in the Civil Engineering sector with J N Bentley as a trainee QS.

Before stepping on the construction ladder, I predominantly worked in the production and manufacturing industry since leaving College where I gained valuable work experience whilst learning new skills. I believe my attitude, reliability, experience and many other factors would make me an asset to your company. During my Quantity Surveying career, I have worked to tight deadlines, dealt with uncomfortable situations, problem subcontractors / colleagues, and dealt with issues out of my comfort zone, my will to learn and determination to adapt has always prevailed.

I would describe myself as a reasonable, level headed, thoughtful, fun loving, amiable and loyal person who is not afraid of hard work and I believe it is my personality in conjunction with these attitudes and beliefs that have helped me develop my present work ethic.

In conclusion, if you considered me for a post with your company, I do believe that I would be a considerable asset to your workforce and over time I would prove my worth and loyalty through adapting and developing my own personal working practices in line with those of the company’s expanding needs.

**Work experience**

**T Sumner Smith Ltd (TSS)**

Assistant Quantity Surveyor

June 2017 – Present

Unit A, Clayton Business Park, Library Road, Clayton-le-Woods, Chorley PR6 7EN

* Direct > Subcontractor cost comparisons

**Projects**

Western Power Distribution – Amey

* Day to day management on an overhead lines contract.
* Analysing subcontractor payments in line with works agreed on site.
* Month End reporting.
* Weekly forecasting
* Reviewing site time sheets, i.e. hours, plant used
* Weekly Profit and Loss reports

DCWW (Welsh Water) – Amey

* Final Account management

Keltbray – SPEN

* Disputes Reconciliation
* Variances, Early warnings and Compensation Events management

United Utilities

* Reconciling work carried out from partners
* Facilitating monthly payments based on Applications
* Verifying applied work on TSS Focus system

KN Network – Electricity North West

* Disputes Reconciliation
* Variances, Early warnings and Compensation Events management
* Weekly reporting on financial movement

KelisAmey Metrolink

* Tasked with finding potential savings moving forward and any reclaimable monies due to contractual obligations not being followed correctly
* Analysis over different scenarios on savings and future savings

**J N Bentley**

Trainee Quantity Surveyor / Estimator

November 2015 – June 2017

Keighley Rd, Skipton BD23 2QR 01756 799425

* Preparing tender and contract documents, including bills of quantities with the client.
* Undertaking cost analysis for repair and maintenance project work.
* Performing risk, value management and cost control.
* Advising on procurement strategy.
* Identifying, analysing and developing responses to commercial risks.
* Preparing and analysing costing for tenders.
* Allocating work to subcontractors.
* Providing advice on contractual claims.
* Basic understanding of NEC3 contract.
* Analysing outcomes and writing detailed progress reports.
* Valuing completed work and arranging payments.
* Maintaining awareness of the different building contracts in current use.
* Understanding the implications of health and safety regulations.

A few projects I have worked on are as follows;

* Brown Edge Service Reservoir - £106,535 - Option A Contract.

This project consisted of investigation works to one of the compartments within the reservoir to check if the tank could hold potable water.

1. CCTV works
2. Water sampling
3. Trial holes
4. Manhole surveys
5. Ground Investigation

The above points are works that had to be undertaken for the investigation works to be carried out. Some consisted of the use of subcontractors, others using own labour. This was assigned to me as my first project on a 10-week timescale.

* Prescot WTW - £66,000 – Option E Contract – 8 Weeks

This project, again, was investigation works so the following points above also apply;

1. CCTV works
2. Water Sampling
3. Trial Holes
4. Ground investigation
5. Manhole surveys
6. Flow Surveys
7. Water Level Tests

The above projects had to be worked on whilst the reservoirs were still in use so procedures had to be followed and any issues regarding access had to be discussed with the client and time constraints applied pressure on me to have subcontractors approved and on site so the project was consistent and key dates were met.

**Education**

University of Central Lancashire (UCLAN)

September 2016 – Present (2021 Graduation Year)

Quantity Surveying BSc Hons (Part Time) – (***Currently on the Degree Apprenticeship programme)***

St Mary’s College, Blackburn

September 2007 – September 2009

National Diploma in Sport – Merit, Merit, Merit. (MMM)

Ribblesdale High School Technology College

September 2002 – May 2007

English Language – C

English Literature – C

Mathematics – B

Science -C

Physical Education – B

History – C

Technology – C

**Other Achievements**

National Water Hygiene

CSCS Card

Full UK Driving License

**Personal interests and hobbies**

* Football
* Badminton
* Swimming
* Outdoor activities

Although not mentioned in my work experience I have previously coached/taught primary school children after school classes which entailed football and other fun activities. I achieved my level one FA coaching badge whilst at college giving me the opportunity to work with children and adults in other various lines of work.

**References**

Can be provided upon request

**Thank you for taking the time to read and consider my application. I hope to hear from you soon.**