**Beth Symons**

2 Lords Wood Close, Chorley, PR7 2FH

Mobile: 07532307770 Email: bsymons\_454@hotmail.co.uk

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**Education**

**2018 – 2019** RICS - Quantity Surveying: Foundation Programme

**2011 – 2014 Lancaster University** BSc (Hons) Business Studies **Grade: 2.1**

Modules in my degree include Management, Human Resource Management, Entrepreneurship, Management Science, and Marketing. As part of my degree I worked successfully in various diverse international groups.

**2009 – 2011 Runshaw College** Business Studies, English Literature & German **Grades: A A B**

**2004 – 2009 Garstang High School Grades: 8 grade A GCSE’s (plus 2 Grade A equivalent)**

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**Profile**

Quantity Surveyor with a demonstrated history of working in the Utility industry on various contracts. I can easily adapt to different work streams with experience on Civils and Utilities contracts, working with both clients and subcontractors to help improve the running of the contracts. I am trusted to manage and keep on top of all orders I receive with minimal supervision. Furthermore, I am aware of the importance of interaction at all levels of the business and the standard required to guarantee client and subcontractors receive the highest level of service.

**Work Experience**

Bethell Utility Services – Quantity Surveyor

November 2018 – Present

* Overseeing 45 live developments of varying sizes for 15 housing developers.
* Delivering monthly valuations and applications for payment in a timely manner.
* Submitting early warnings and contract variations to the client.
* Raising subcontract orders and liaising with subcontractors.
* Assisting with monthly cost reports and End Life Forecasts.
* Attending sites I manage to gain a better understanding of works being undertaken.
* Preparing and submitting Final Account Statements.

ABS Commercial Solutions – Commercial Associate

August 2015 – November 2018

**Gallagher – United Utilities Contract on behalf of Amey**

* Assisting Commercial Director by absorbing workload to assist the bid process.
* Valuate and assess subcontractor application for payment.
* Use of client bespoke work systems to run reports for client application on a daily basis.
* Consolidate costs across the Leakage event works for the client application.

**Yorkshire Water on behalf of Amey**

* Final accounting of the batch contracts both upstream and downstream.
* Using the client’s bespoke system to create work breakdown structures and assign costs to the schemes within the batch contracts.
* Submitting e-payments to the client to meet the monthly deadlines.
* Delegating work to the commercial administrators, managing their workload and ensuring accuracy.
* Liaising with the client and subcontractors in relation to queries and missing data.
* Submitting Early Warning Notices to the client and managing the EWN register.

**Affinity Water on behalf of Amey**

* Multi subcontractor payments, at peak in the region of £700,000 monthly. This consisted of high volume low value works.
* Assessment and re-assessment of subcontractor claims.
* Negotiation variations on contract.
* Liaising with subcontractors in relation to queries and missing data.
* Pricing of non-contractual work.
* Production of client application pack for payment from Affinity Water.
* Use of complex excel spreadsheets including multi – tab, lookups and if statements and clients’ bespoke software Citrix.
* Production of profit and loss statements weekly.
* Auditing of system to ensure no duplicate claims are being made.
* Dispute management liaising with operations and commercial team.
* Raising payment in WMCM.
* Production of summary reports for weekly application.
* Auditing of tracksheets and bespoke systems to ensure M&R jobs are paid correctly.
* Attendance of conference calls with subcontractors to highlight issues.
* Production of monthly accruals.
* Assessment and authorisations of further works.

**BT on behalf of CarillionTelent**

* Production of multiple subcontractor payments.
* Use of clients’ bespoke software Solo.
* Production of profit and loss statements weekly.
* Management of subcontractor queries.
* Use of complex excel spreadsheets including multi – tab, lookups and if statements.
* Liaising with operations and commercial team.

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References available on request