**Brendan James Hitchcock**

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| I have recently graduated from university, after studying Quantity Surveying at Liverpool John Moore’s University. With the confirmation of my final year results, I have achieved a First class Bsc Hons. Since studying at university I have been well driven to reach my goal to the highest standard I can achieve to become a quantity surveyor. Whilst completing my final year studies I have been working alongside a Senior Quantity Surveyor producing the analysis and valuation of various types of civil engineering projects, from pre-contract stage to final account settlement. I have gained experience in the preparation of monthly management figures, and also monthly reports for past, current and future project status. I have had experience of working under various forms of contract including NEC, JCT & ICE. |
| **Education and Qualifications**  2017 - 2019 - BSc (hons) Quantity Surveying, Class 1 - Liverpool John Moores University.  2015 – 2017 - Level 4 HNC Construction and the Built Environment - Overall Grade: Merit - Stockport College  2008 – 2011 - Level 3 NVQ Site Carpentry – Stockport College |

**Relevent Experience**

I & H Brown Ltd, Assistant Quantity Surveyor, 2018 – current

I am currently working on Florida Farm, a £5m road improvement/infrastructure project under an emended JCT Design & Build Contract in St Helens, an Infrastructure and Earthworks Contract on a £4.5m new retail/commercial development under a JCT Design & Build Contract in Worksop, a £12m infrastructure/earthwork Contract in Leeds under a NEC3 Option A Contract.

My duties include:

* Reviewing and commenting on tender documentation during the tender period.
* Reviewing and commenting on the Contract Documents after award and during a project.
* Contributing to the compilation of the construction programme.
* Commercial and contractual correspondence.
* Sub-contract procurement and management including negotiation and preparation of sub-contract orders, on-site management and final account.
* Preparation and maintenance of the timely submission of monthly applications for payment and final accounts.
* Reviewing new or varied items and checking quotations of new rates and conditions.
* Identifying any potential claims or other matters that are contentious and liaising with the Senior Management team to ensure that the Company secures its contractual entitlements.
* Preparing and negotiating claims.
* Internal cost reporting and forecasting.

**Relevant Education Modules**

**BSc (hons) Quantity Surveying, Class 1 Date:** 2017 – 2019

Completed modules level 6:

* Research Project
* Collaborative Interdisciplinary Project 3
* Contract and Procurement Strategies
* Engineering Measurement
* Project Economics and Management
* Business Management and Entrepreneurship

Completed modules level 5:

* Construction Technology 2
* Research Methods
* Collaborative Interdisciplinary Project 2
* Construction Contract Law
* Construction Procurement
* Construction Project Management
* Advanced Measurement and Contract Administration

**Employment History**

1. Assistant Quantity Surveyor from November 2018 until present

I&H Brown Ltd, Warrington

1. Customer Service Assistant from June 2012 until November 2018

Tesco, Hattersley Extra and Liverpool express.

1. Bench and site joiner from December 2011 until May 2012

Britannia Woodworking, Dove Holes.

1. Apprentice joiner from September 2008 – August 2011

High Peak Community Housing in the Property Services department

**Additional information –** Full clean driving licence held since March 2011.

**References –** Available on request.