Curriculum Vitae

Richard James Vale D.O.B 16-10-1981

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| Summary | I am a hard working individual and have been since I started full time employment when I finished school at 16 years old. I fully involve myself in everything I do and always put in the time required.  I am a strictly organized and efficient person and will always try to improve myself by finding ways to do things better and faster. I enjoy travelling, sports, socializing and spending time with my partner Lianne. |
| **PERSONAL ATRIBUTES** | * Highly organized with great attention to detail. * Well presented, well mannered and polite. Especially to clients and customers. * Hardworking and head strong with great emphasis to targets or deadlines. * Good team player but with no fear of control or delegation. * Outgoing, sociable and quite funny at times :-) |
| Experience  **Responsibilities**  **Achievements** | 2002-2004 Newick Chapel Conversion Newick  Labourer  This 18 month conversion project was to strip-out, repair and refurbish an old 18th century chapel into 2 semi-detached properties as well as a new build at the rear in the same design as the chapel. The chapel had be damaged and derelict for many years but was grade 2 listed and the external structure had to remain and all repairs had to imitate the existing design.   * Complete strip out work of the main building back to a bare shell. * Assisting on-site carpenter's to repair internal roof structure. * Creating window and door openings and supporting them. * Installing upright batons and Celotex insulation on the single skin internal faces of the outer wall. * Assisted with Flooring, partitioned walls, dot and dab and rendering on solid walls. * On the brand new build at the back of the project I assisted in all aspects of the build from the groundwork and laying the beam and block flooring to the brick work, to the complete roof assembly as well as all internal features such as walls, flooring, plastering, carpentry and tiling. * Witnessed a brand new building being created start to finish and had direct influence in creating it. * Gained a greater understanding of building works and processes. * Began to understand work programming and procedures. * Gathered a wealth of knowledge over a large variety of trades in a short period of time. * I had the use of certain tools and materials that were unknown to me at first. * Good friendships formed with everyone who worked with me. * Greater communications skills were gained from speaking with a broad spectrum of people from tradesmen to Architects and suppliers to end clients. |
| Experience  **Responsibilities** | 2004 - 2011 GLF Ltd Ditchling Common  General Manager  Gatwick Luggage Fittings Ltd is a small industrial powder coating and light engineering company and has been in business for over 23 years. It has a wide customer base with clients spread all over England and some in Europe. Although yearly turnover was small it showed great potential for expansion and growth.   * Managed a team of 3 full time and 2 part time staff members. * Liaison to all customers regarding pricing, quotations, samples and any product enquires. * Managed purchase orders and created work load lists. * Delegate work details to each member of the floor staff. * Produce sales orders, invoices and delivery notes. * Find ways to improve efficiency, cut costs and primarily increase profits. * Continually update stock and pricing lists. * Organize all incoming and outgoing deliveries. * Place orders for supplies and materials. * Daily reports to be given to the Managing Director. |
| **Achievements** | * Increased annual turnover by 50% in the second year of employment. * Increased annual turnover by an average of 10% year on year. * Steady promotion up to General manager during the first 4 years. * Successfully organized a premises move to a larger building more suited to our expanding needs. * Worked together with the Managing Director in the purchasing and installation of new and better machinery and equipment. * Developed a more accurate pricing system to improve efficiency on quotations. * Organized and implemented a stock control system as well as reducing costs on all main purchased items. * Attracted new local customers by setting up meetings and organizing advertisements as well as creating a general website design. |
| Reference | Mr. Dennis Jones (Managing Director)  Gatwick Luggage Fittings Ltd  Unit Y, SM Tidy's Ind Est.  Ditchling Common  West Sussex glf.coatings@virgin.net  BN6 8SG (01444) 253481 |

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| **EXPERIENCE** | July 2011 – Sept 2011 | Insight Commercial Ltd | Hayward’s Heath |
|  | Project Co-ordinator  Insight Commercial deal with consultancy on matters of construction regulations and Project management.  I was brought on board to assist the company’s Project manager with 3 current projects provided by a local company called Action Office. These projects were for 3 schools in London where classrooms, a staff room and a reception area were being refurbished on a fast track program during the school holidays.  My initial task was to assist with the original site survey on one much larger and more complex future project, formulating specifications and assisting in pricing and quotation.  I then assisted the Project manager with calculating and formulating the program of works for each of our current projects. I contacted and liaised with trade contractors as well as individual tradesmen. I then gathered quotations which included timescales and man hours required of each trade task.  My main and most valuable duty was communicating any on-site issues back to the Project manager and if required assist him in resolving these issues. I would take photos and make reports to continually give the project manager a clear overview of how each project was progressing as well as suggestions to improve efficiency or make changes.  During my time at Insight commercial I have gained a good and general understanding of refurbishment works. Ceiling, electrical, heating, plumbing, carpentry and flooring. My knowledge needs expanding and I am particularly keen to know more about partitions, bespoke partitions such as glazed and ceilings. | | |
| **Responsibilities**  **ACHIEVMENTS**  **Technical Skills**  **REFERENCES** | * Formulate program of works for each project. * Meet with contractors to discuss work details. * Gather competitive pricing for materials and contractors * Make out purchase requisitions for materials and contractors. * 1st day on-site preliminaries and site set-up including signage, safety box and risk assessments. * Perform on-site duties including liaison to Project manager, signing and taking deliveries insuring items are as ordered. * Assisting and managing contractors on-site with programming, detailing and if required in a hands-on role. * Formulating Snagging lists and sourcing the materials and trades to complete them. * Collecting materials if and when required. * Meeting clients to discuss any issues and/or changes. * Successfully organized the complete refurbishment and fit-out of a staff room at Kensington Prep school in London (Fulham Road). * Liaised with the project manager on a further 2 refurbishment projects in London up until my contract end date in September. * Formulated useful contractor lists to be used on other projects. * Increased knowledge in office fit-out work and stud and track partitioning. * Increased knowledge in Microsoft Excel and starter knowledge in Microsoft Project.   At GLF Ltd we were using the 2009 version of Sage Accounts. I have good knowledge of this program and can easily navigate my way through most basic aspects of this software.  I also have a lot of experience in some Microsoft Office programs such as Word, Outlook, Publisher and Excel.  I do consider myself as very computer literate and do have a strong general interest in computers,  hardware and software. I have even built my own high performance computer 3 years ago and use  it daily.  Ron Trussell (Managing Director & Project Manager) Jason Elkins (Sales Manager)  Insight Commercial Services Ltd Action Office Fit-out  Unit 19 Morehouse Business Park 63 Victoria Road  Ditchling Road Burgess Hill  Haywards Heath West Sussex  West Sussex RH15 9LN  RH17 7RE Tele - 01444 231333  Tele - 01273 251337 | | |