
Thomas Lewis

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Key Skills

- Proactive in understanding and reacting to changing situations.
- Strong team leadership and management.
- Excellent at building trusted client, contractor and local authority relationships.
- Clear and effective communicator.
- Cash flow management.
- Risk management.
- Time/Programme management and organisation.

Employment History

Project Manager - CPC Project Services LLP

(October 2018 – Present)

Key Responsibilities:

- Project delivery for Morgan Stanley working within their internal PM team, along with further projects for Land Securities, Patrizia, HMRC and Precis Advisory.
- Maintaining a strong client relationship with Morgan Stanley's key stakeholders to ensure CPC keep sustained engagement and continue to win further work with the client.
- Overall responsibility for delivery of internal projects for Morgan Stanley between the value of £500,000 - £6,000,000 from inception and funding through to the completion of the defect liability period. Including a wide range of projects ranging from commercial and leisure to pure infrastructure and M&E systems.
- Client communication and reporting ensuring frequent, clear and accurate reporting on all aspects of project delivery directly to the Head of Project Management, Head of Engineering and Head of Facilities at Morgan Stanley.
- Acting as client representative on behalf of Morgan Stanley's real estate team overseeing the delivery of external tenants fit outs within Morgan Stanley's London estate and advising on construction matters in relation to any real estate transactions.
- Commercial responsibility for negotiating and invoicing CPC's fees with Morgan Stanley.
- Part of the delivery team on the Belgrove House (c.£120,000,000 construction cost) and Acorn House (c.£13,000,000 construction cost) at Kings Cross, London to Stage 3 on behalf of Precis Advisory.
- Management of planning applications for Patrizia across their regional retail parks.

Key Achievements:

- Successful delivery of 4 key projects for Morgan Stanley including office CAT-B refurbishment, a new gym and fitness centre to a complete replacement of key life safety systems across their London estate with the client appointing me on 2 further projects currently on site.
- The success of my project delivery and client relationship has directly led to over £350,000 in fees with Morgan Stanley through repeat appointments.
- Delivery of HMRC's Road Fuel Testing Units under tight timescales with strict deadlines and with the required management of multiple 'clients' within HMRC that all provide input/instruction into these projects.

Development Manager – Frasers Group (Formerly Sports Direct Int.) London
(September 2015 – October 2018)

Primary role: Shell & Core Development

Key Responsibilities:

- Overall responsibility for delivery of all shell and core projects within the business from feasibility to handover to the retail operations team.
- Selecting, appointing and leading the management of all external consultants, designers and contractors. Including preparing project briefs and/or scope of services.
- Managing project cash flows including preparation of monthly finance reports to the Head of Property.
- Preparation and presentation of monthly, and weekly (weekly dashboard reports produced when required during key periods of projects) of project performance against project KPI's.
- Working with the investment team at pre-acquisition stage completing underwriting, due diligence and procuring of technical information on potential acquisitions.
- Dealing with local planning authorities and agreements.
- Delivery of the new Frasers Group Office Headquarters from concept to occupation on Oxford St, London.

Key Achievements:

- Delivered 21 shell and core projects, constructing or refurbishing over 1,000,000 sqft of commercial property with a total build cost of over £50,000,000. Each project ranging from £100,000 to £17,000,000.
- 12 successful planning applications for over 700,000 sqft of new commercial space with a 100% success rate on applications submitted.
- Responsibility for the successful delivery of the new 40,000 sqft HQ for Frasers Group. A flagship £15,000,000 refurbishment of an existing vacant building on Oxford Street with a £5,000,000 fit out.

Secondary Role: Fit Out Project Management

Key Responsibilities:

- Be the key focal point from concept design through to hand over to retail operations for store opening.
- Select, appoint and manage a new design team to create the new Sports Direct and USC elevated store designs.
- Ensuring efficient running of the project team through all stages of the project to accomplish completion in line with strict deadlines for store delivery.
- Management of cash flow and fit out budgets.
- Management of the procurement of flooring, lighting and shop fit fixturing from various suppliers and manufacturers.
- Manage the organisation of shop fit fixturing and store product deliveries to site.
- Completing store layouts/planning including liaising with buying, merchandising and allocation teams to ensure store design meets the requirements of the retail business both now and going forward.

Key Achievements:

- Set up and managed a new design team from concept to store openings. Leading decisions on all aspects of the store including but not limited to, store concept design, fixturing design, store layout, merchandising layout, lighting design, back of house layout, store delivery strategy and AV design/package.
- Put in place a store delivery programme with the design team, contractors and fixturing manufacturers to meet the requirement of 6 new elevated stores to be delivered in the first 6 months of the new elevated store programme. A total of over 250,000 sqft of retail space.

Project Manager - Stace Construction and Property Consultants, London

(February 2014 – September 2015)

Moved from Quantity Surveying to Project Management at Stace LLP. At this early stage of my career, I saw this was where my passion and skills were best suited.

Wembley National Stadium: Completed 12 months on secondment at Wembley National Stadium delivering the fit out of new hospitality suites, restaurants and bars. This provided a high-pressure environment to deliver projects involving many stakeholders within the strict timescales that come with working within a fully operational stadium. The role was directly reporting to the Director of Stadium Services.

Merlin Entertainments Group: Spent 6 months working with Merlin Entertainments Group managing the delivery of a new hotel at Legoland Resort Windsor through to the completion of stage 3 design.

Key Skills Gained:

- Project feasibility studies.
- Preparing detailed business cases and project briefs.
- Project programming.
- Appointing and management of consultant teams.
- Project budgeting, cost monitoring and reporting.
- Project administration.

Graduate Quantity Surveyor - Stace Construction and Property Consultants, London

(September 2013 – February 2014)

Graduate Quantity Surveyor at Stace LLP working on a number of large housing schemes in the UK for Spenhill Developments (Sites owned by Meyer Bergman as of 2015).

Key Skills Gained:

- Cost plans/Cost reporting/Value engineering.
- Risk management/analysis.
- Preparations/completion of tender documentation/ Review of tender returns/Completion of tender reports.
- Schedules of works.
- Valuation of works.

Education and Training

Reading University (2010-2013)

- 2:1 Quantity Surveying

King College, Taunton (2008-2010)

- A-Level: Physics, Business Studies, Design & Technology
- AS-Level: History

Taunton School, Taunton (2004-2009)

- 10 GCSEs

References

References available on request