

Joy Carter

Site Manager CV template

AREAS OF EXPERTISE

Operational management

Staff Training

Site operations

Team Leader

All aspects of Health & Safety

Reducing costs

Budget / cash flow management

Environmental management

Site inspections

PROFESSIONAL

Institution of Occupational Safety and Health (Managing safely) IOSH

Fire Marshall

PERSONAL SKILLS

Tactful & articulate

Able to identify critical issues

Excellent organisational skills

PERSONAL DETAILS

Joy Carter
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DOB: 12/09/1985
Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A competent, committed and very experienced deputy manager from a managerial background. With over 3 years of invaluable experience in managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive knowledge and understanding of various industries and sectors such as stock control, site management, technical IT services, environmental issues and cost control. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity, all to tight time scales and within budget.

Self driven and self reliant, sets aims and targets and leads by example, collaborative approach with good interpersonal skills to engage, motivate and encourage others through change. Looking for a suitable managerial position.

WORK EXPERIENCE

Mathews College - London

SITE MANAGER April 2008 - Present

Responsible for managing all aspects of inventory management /stock control systems. Daily reporting & analysis of stock and inventory movement. Reporting to the Headmaster & senior managers on key issues.

Duties:

- Was responsible for planning work and ensuring a contract is delivered on time.
- Arranged delivery of materials and managing a range of subcontractors.
- Ensured projects ran to schedule and to budget.
- Attended pre-site and on-site meetings with clients and sub contractors.
- Maintained strict quality control procedures.
- Tested materials, also visual inspections of work, and frequent tours of the site.
- Conducted regular site safety checks, liaising with local councils.
- Was responsible for the cleaning staff, including hiring, wages etc.
- Resolved any problems that could cause delays to the project's completion.
- Compiled detailed reports for Headmasters and senior managers.

KEY SKILLS AND COMPETENCIES

- Developing, implementing and monitoring environmental strategies.
- Comprehensive understanding of Health & Safety / environmental legislation.
- Carrying out environmental audits and assessments.
- Writing training programmes on Health & Safety, fire and security.
- Able to produce clear action plans for staff and managers.
- Knowledge of pollution control, waste management & recycling.
- Raising awareness of environmental issues.
- Training staff at all levels in environmental issues and responsibilities.

ACADEMIC QUALIFICATIONS

BA (Hons) Business Studies
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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