

Helen Corbett

Civil Engineer

AREAS OF EXPERTISE

Infrastructure projects

Health & safety

Private residential developments

Large scale commercial buildings

Public sector buildings

Rail projects

Site Inspections

Bridges

Trackside structures

Wind farm projects

Maritime projects

Project management

House building

CAREER STATEMENT

“Apart from contributing to the processes and strategies which enhance any projects I am working on, I feel that my greatest strengths are firstly my ability to deliver projects to agreed timescales. Secondly my skill at gaining a clear understanding of a clients exact needs, and thirdly being able to co-ordinate and lead all team resources whilst at the same time building strong working relationship with fellow colleagues and thereby getting them to improve their performance.”

Helen Corbett

PERSONAL SUMMARY

An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a civil engineer. Having the ability to provide support for multiple concurrent priorities, Helen is able to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues. She possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems. As someone who is comfortable with and able to effectively cope with change, she has a long track record of making best use of any available resources and techniques. She is currently looking for a suitable position with a ambitious company where she will be working with industry experts, people who have the skills and experience to make a real difference to her future.

CAREER HISTORY

Construction Company - Birmingham

CIVIL ENGINEER April 2009 - Present

Responsible for working closely with the end client on various construction and civil engineering programmes, creating detailed plans, monitoring/updating progress, critical path analysis, earned value analysis, etc.

Duties:

- Ensuring that all assigned work is completed on time and within agreed budgets.
- Supervising Projects: including in house, external contractors and sub-contractors.
- Attending meetings and competently communicate with Clients, Contractors and major asset owners and stakeholders.
- Applying personal technical knowledge and experience to the development and delivery of technical training for graduate engineers.
- Setting out Project works in accordance with Drawings & Specification.
- Producing and processing financial measurements.
- Preparing enquiry and order documents.
- Maintenance of daily records.
- Supporting tender bids.

Local Council - Manchester

CIVIL ENGINEER May 2008 – March 2009

Responsible for ensuring that all activity meets both internal company standards and external regulatory requirements with respect to Health, Safety and the Environment to ensure the Company's obligations and policies in these areas are fully complied with.

Duties:

- Encouraging continuous improvement through the measurement and reporting of the key operational aspects to senior manager.
- Providing specialist direction on unusual or difficult engineering issues.
- Liaising with client representatives, other professionals within design teams and contractors' representatives during construction.
- Carrying out site visits and surveys.
- Monitoring and inspecting the work of sub contractors and other third parties.
- Ensuring that building regs, NHBC & any other regulatory body sign off is achieved.
- Ordering machinery and materials.
- Monitoring environmental protection measures & reporting of any hazards/incidents.
- Ensuring that all engineering activities are correctly costed and the complete design is delivered to the agreed budget.

PERSONAL SKILLS

Inventiveness

Disciplined

Self-motivated

Interpersonal sensitivity

Persuasiveness

Awareness of ethical issues

Practical, methodical, and accurate

Able to make good judgements

Creativity

PROFESSIONAL

Affiliate member of the ICE.

French speaker

German speaker

PERSONAL DETAILS

*Helen Corbett
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The Big Peg
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E: info@dayjob.com*

*Driving license: Yes
Nationality: British*

Surveyors - Birmingham

CIVIL ENGINEER June 2007 – May 2008

Building Firm - Manchester

CIVIL ENGINEER July 2006 – June 2007

KEY SKILLS AND COMPETENCIES

Civil Engineering attributes

- Knowledge of contract technical specifications and their implementation.
- Familiar with relevant civil engineering design software eg Microdrainage, Civils 3D. Moderate ability with AutoCAD.
- Knowledge of Local Authority Design Guides for Highways in Residential and Commercial Estates.
- Superb critical thinking skills and the ability to evaluate designs, plans and projects.
- A good understanding of High Voltage substation design.
- Promoting the highest standards of safety onsite at all times.
- Experience of the road maintenance related services undertaken e.g. winter maintenance, street lighting, traffic management etc.
- Designing reinforced concrete structures.
- Assessing the environmental impact and risks connected to projects.

Professional attributes

- Able to check the work of others & supervise less experienced or junior staff.
- Pricing, quoting and resourcing work within delegated authority levels.
- Writing accurate technical reports.
- Computer literate and conversant with MS Office suite and relevant engineering software packages.
- Assisting with competency appraisal processes for junior staff.
- Capable of defining and leading assignments.
- Always willing to help other less experienced team members with workloads.
- Supporting any procurement processes.

Personal attributes

- Good communication, planning and organisational skills.
- Highly developed numeracy and computer literacy skills.
- Self motivator and the ability to motivate others.
- Keeping up to date with industry best practice.
- Able to work on your own initiative as well as being a team player.

ACADEMIC QUALIFICATIONS

Birmingham North University 2005 - 2008

Civil Engineering BA (Hons)

Birmingham South College 2003 - 2005

A Levels: Maths (B) English (A) Physic (C) Geography (A)

PRINCE 2

City & Guilds, Diploma in Project Management

REFERENCES – Available on request.



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