

Maxine Curry

Construction Project Manager

AREAS OF EXPERTISE

- Site management
- Refurbishment projects
- Installation work
- Managing subcontractors
- Liaising with clients
- Procurement issues
- Contractual issues
- Risk assessments

PROFESSIONAL

- Registered key holder
- Fire Marshall

PERSONAL SKILLS

- Good natured
- Hard working
- Reliable
- Persistent

CONTACT

Maxine Curry
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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine will always ensure that a client's objectives are met and that a project is completed on schedule, to budget and more importantly to the highest standards possible. She can coordinate the entire development process to maximise efficiency and will make sure that projects are planned and organised so as to cause minimum disruption. On a personal level she has a warm, empathic and considerate character. Right now she is looking for an opportunity where she will gain invaluable experience in a large and complex organisation, and get to work alongside well-respected industry figures.

WORK EXPERIENCE

Smiths Construction – Birmingham

CONSTRUCTION PROJECT MANAGER Jun 2013 – Present

Responsible for providing leadership and support in terms of technical and construction matters during the building phases of a project.

Duties:

- Obtaining the necessary permits that will enable construction of a project to begin.
- Writing up gateway reports, progress reports, bid reports and issue reports.
- Managing civil or other contractors on site.
- Reviewing structural surveys, structural reports and preplanning options.
- Carrying out daily site inspections.
- Appointing, managing, monitoring and controlling contractors.
- Controlling overall project budgets including consultants fees.
- Repairing and refurbishing buildings.
- Leading a small team of technical staff and external consultants.
- Providing clients with strategic project advice.
- Preparing meeting minutes and documentation.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Conversant with modern construction techniques and methodologies.
- Long track record of making the right decisions.
- Experience of new build and refurbishment projects.
- Have worked on residential, commercial and industrial projects.
- Good working knowledge of AutoCAD and MS Project.
- Competent in Health & Safety requirements.

ACADEMIC QUALIFICATIONS

Nuneaton University 2008 - 2011
BSc (Hons) Project Administration

Coventry Central College 2005 - 2008
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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