

# Linda Harris

## Quantity surveyor

### AREAS OF EXPERTISE

*Value management*

*Cost control*

*Procurement strategy*

*Building Substructure*

*Change control*

*Infrastructure*

*Project management*

*Water-related schemes*

*Feasibility studies*

### PROFESSIONAL

*RICS*

*Assessment of  
Professional Competence  
(APC)*

### PERSONAL SKILLS

*Strategic planner*

*Organized*

*Analytical*

### PERSONAL DETAILS

*Linda Harris  
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Coventry  
CV66 7RF*

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*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A results driven, self-motivated and resourceful quantity surveyor working as part of a busy team effectively managing all the costs relating to building and civil engineering projects. Having a proven track record of minimizing the costs of a project and enhancing value for money, while still achieving the required standards and quality. Possessing excellent foresight & the ability to plan ahead when working on construction projects. Can communicate effectively with developers / contractors & would be an asset to any employer who respects loyalty & responsibility.

Currently looking for an opportunity to join a dynamic, ambitious and growing company to forge a career as a first class quantity surveyor.

### WORK EXPERIENCE

***Construction & Maintenance Company – Coventry***  
QUANTITY SURVEYOR      June 2008 - Present

Working as part of a busy team, taking responsibility for several schemes at differing stages and working with limited supervision. The workload includes new buildings, refurbishment projects, house extensions, and environmental projects.

#### ***Duties:***

- Responsible for managing all project costs from pitch to completion.
- Undertaking costs analysis for building projects.
- Attending meetings and liaising with stakeholders on commercial matters.
- Monitoring the cost of site resources.
- Inspecting and then valuing completed work.
- Managing housing maintenance services.
- Working on a number of build projects at any one time.
- Writing reports on and advising on building and maintenance costs.
- Produce monthly cost & value reports, quarterly reports & cash flow information.
- Preparing tender and contract documents.
- Developing strong relationships with the clients and sub contractors.
- Providing advice and guidance to staff in the preparation and presentation of works proposals, reviews and updates.

### KEY SKILLS AND COMPETENCIES

- Experience of the tender stage & of dealing with procurement issues.
- Experience of working on civil engineering projects.
- Experience at Section QS level.
- Comprehensive understanding of statutory building regulations.
- Excellent working knowledge of commercial procedures.
- Knowledge of NEC, computerised cost capture & value monitoring systems.
- Thorough knowledge of Company health, safety, quality and environment procedures.

### ACADEMIC QUALIFICATIONS

BSc (Hons) Surveying  
***Nuneaton University 2005 - 2008***

A levels:      Maths (A) English (B) Technology (B) Science (C)  
***Coventry North School 2000 - 2005***

**REFERENCES** – Available on request.

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