Sample CV Template

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PAUL GROUP AUSTRALIA PTY LTD
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NICHOLAS FERNANDEZ

Site Manager

Ambitious, hungry and driven. Mid-late 30's, father, personable and friendly.

Over 10 years experience in the construction industry, 3 of which in a Site Manager capacity.

Project experience includes commercial and medical fitout and refurbs (D&C), residential and civil ranging from $1mil-$7mil in value.

Prides himself on successful coordination of trades, building and maintaining strong relationships and managing budgets effectively.

Strong communication and leaderships skills, passionate about site safety and eager to continue and enhance his skills as a site manager in the construction industry.

Quick learner, adaptive and hungry to relish his career.

- Salary: $130,000 – $150,000 + Super
- Available: 2 weeks
- Location: Nundah

LinkedIn profile here

Education

Certificate IV in Building and Construction
Capital Training Institute
2017

Certificate III in Carpentry
Skill Tech
TAFE QLD
2010

QBCC Site Supervisor License:
15013395

Skills

Organised	●●●
Communication	●●○
Teamwork	●●○
Meeting deadlines	●●○
Critical thinking	●●●

Experience

Site Manager

Feb 2023 - Current

Quadric

Quadric specialises in comprehensive construction and renovation management, overseeing all project stages from initial planning to delivery.

- Coordinated multiple trades and managed contractors and suppliers to ensure the timely completion of PC2 laboratories for the Queensland University of Technology (QUT).
- Led the renovation of laboratories across the QUT campus, delivering advanced workspaces on schedule and within budget, significantly enhancing operational efficiency and client satisfaction.

Key Projects:

- PC2 Lab, QUT Gardens Point – $5 Million
- PC2 Lab, QUT Kelvin Grove – $3 Million
- CS Energy Office Fit-Out – $2 Million
- Forensic Disability Unit, Wacol Prison – $1 Million
- Metro One Renal Center – $6 Million

Contract Administrator

ADCON

- Forecasting project cost and preparing accurate cost report for project including estimated, actual, committed and forecast cost.
- Generating project reports and assisting the project manager in rescheduling project programs to cope with backlogs.
- General head contract administration, programme management, preparation of variations, extension of time claims, progress claims and other project paperwork.
- General subcontract administration, subcontractor management, reviewing of variations, progress claims, managing purchase orders and invoice processing and other project paperwork.
- Reviewing the contractual and other risks associated with the project.
- Mentoring the CA assistant and offering instructions to improve their skills.
- Preparation of RFIs in the case of any discrepancies between drawings or lack of information in documents and coordination between stakeholders.
- Provision of variations based on site instructions, drawings and approved dockets and chasing up the approval.
- Cooperation with the construction manager to collect required supportive documents for NODs and EOTs.
- Site visiting to check the project progress and preparing progress claims.
- Managing, retaining and enhancing relationship with existing clients.

Contract Administrator/Estimator

Pacific Formwork & Precast Projects — Mar 2019–Jun 2022

- Participated in tender negotiations and prepared tender letters.
- Provided accurate pricing of design variations to a standard set of drawings and inclusions.
- Measured and ordered the required materials for the projects.
- Developed productivity reports for projects.
- Liaised with builders to ensure having a full understanding of the required scope of works and program.
- Prepared RFI for the case of discrepancies between drawings and lack of information in documents and coordinated it between stakeholders.
- Coordinated the negotiation of contracts with stakeholders.
- Gave priority to jobs using urgent-important matrix.
- Developed accurate estimates for construction projects using Cost X within timeline based on the scope of work, drawings, and specifications.

Project Manager

NISOC (Construction department) — Mar 2015–Nov 2018

- Programmed project and updated it monthly and reported to stakeholders.
- Monitored progress claims, costs reports and cashflow and assure meeting project targets by identifying risks and opportunities and managing them.
- Processed and coordinated the on-site team and monitored subcontractors and project requirements through frequent site inspections.
- Liaised closely with the client, consultants, architects, and WHS team to ensure the project was delivered safely with the highest quality, on time within budget.
- Prepared and maintained a safe work site in conjunction with the site manager and WHS manager.

Reference

- Available upon request