

## Curriculum Vitae

<b>Full Name</b>	<b>Shaun Ivan Rooke ACIOB</b>
<b>Education</b>	Higher National Certificate in Building Studies, leading to Associate of the Chartered Institute of Building in 2006. IOSH in Managing Safety CSCS Building Site Manager
<b>Job Title</b>	Co-Director/Construction Management
<b>Job Description</b>	To manage/oversee construction sites to achieve the safe completion of works on time, budget and specification which is cost effective to both the company and the client.
<b>Competencies</b>	Assist estimating team to prepare accurate tender packages.  Preparation of material schedules, preparation of enquiries and subsequent placing of order.  Maintain active communications with design team, client, subcontractors and head office.  Chair monthly progress meetings with client, staff and Subcontractors.  Provide training programmes for site-based staff and encouraging them to develop their skills.  Planning the works on site.  Preparation of contract programmes and review progress on site when compared with programme.  Review and coordination of subcontractors work on site through regular meetings on site.  Organising the works. Allocating tasks, setting deadlines, requesting resources and co-ordinating all tasks into a working system.  Directing, leading, communicating, motivating and staff discipline.  Review and implication of health and safety on site.  Preparation of Construction Phase Health and Safety Plan.

## **Employment Record**

### **1985 – Present. Coleman and James (Services) Ltd Position held – Co-Director/Construction Management**

Coleman & James are a regional contractor operating in the south east of England. The company has a turnover of approximately £9 million working on individual projects up to a value of approximately £5 million on new build, refurbishment and civil engineering works.

I joined the company on a training scheme attending college and working alongside others on several projects. After a period of training and on-site experience I had achieved a level of ability which enable me to manage contracts on my own which are listed below.

### **Completed Contracts**

<b><u>Contract Details</u></b>	<b><u>Value</u></b>	<b><u>Employer</u></b>
Acacia Hall Redevelopment	£5 million	Dartford Borough Council
MSW Bunker repairs	£850,000	FCC Environmental
Cat A Fit-Outs at Kings Hill	£3 million	Liberty Property
14 flats and shop in Broadstairs	£2.3 million	Blueberry Homes
Loganberry Farm, a traditional green Oak framed house	£1.2 million	Mr S Cowell
Nash House	£2 Million	Dulwich Prep School Cranbrook
Alleyn School Swimming Pool Refurbishment	£1.5million	Alleyn school
Commercial Buildings Broadstairs	£2.5million	Hammersons
Extension to Marlborough House School	£1.3million	Marlborough House School
Higham Barn	£2 million	Mr J Hoskins
Tech Units Sittingbourne	£2 million	Kent Science Park
Canterbury University	£10,000 to £1million	Christ Church University
Mill No 9, Civil works	£230,000	Lafarge Aluminates

*August 2019*