

Joy Carter

Site Manager CV template

AREAS OF EXPERTISE

Operational management

Staff Training

Site operations

Team Leader

All aspects of Health & Safety

Reducing costs

Budget / cash flow management

Environmental management

Site inspections

PROFESSIONAL

*Institution of
Occupational Safety and
Health (Managing safely)
IOSH*

Fire Marshall

PERSONAL SKILLS

Tactful & articulate

*Able to identify critical
issues*

*Excellent organisational
skills*

PERSONAL DETAILS

*Joy Carter
Dayjob Ltd
120, Vyse Street, Birmingham
B18 6NF*

*T: 0870 061 0121
M: 0887 000 0000
E: joy.c@dayjob.com*

*DOB: 12/09/1985
Driving license: Yes
Nationality: British*

PERSONAL SUMMARY

A competent, committed and very experienced deputy manager from a managerial background. With over 3 years of invaluable experience in managing projects, resources and staff in an effective and efficient manner. Highly focused with a comprehensive knowledge and understanding of various industries and sectors such as stock control, site management, technical IT services, environmental issues and cost control. A consistent track record of successfully employing best business practices that improve efficiency, reduce operating costs whilst increasing productivity, all to tight time scales and within budget.

Self driven and self reliant, sets aims and targets and leads by example, collaborative approach with good interpersonal skills to engage, motivate and encourage others through change. Looking for a suitable managerial position.

WORK EXPERIENCE

Mathews College - London

SITE MANAGER April 2008 - Present

Responsible for managing all aspects of inventory management /stock control systems. Daily reporting & analysis of stock and inventory movement. Reporting to the Headmaster & senior managers on key issues.

Duties:

- Was responsible for planning work and ensuring a contract is delivered on time.
- Arranged delivery of materials and managing a range of subcontractors.
- Ensured projects ran to schedule and to budget.
- Attended pre-site and on-site meetings with clients and sub contractors.
- Maintained strict quality control procedures.
- Tested materials, also visual inspections of work, and frequent tours of the site.
- Conducted regular site safety checks, liaising with local councils.
- Was responsible for the cleaning staff, including hiring, wages etc.
- Resolved any problems that could cause delays to the project's completion.
- Compiled detailed reports for Headmasters and senior managers.

KEY SKILLS AND COMPETENCIES

- Developing, implementing and monitoring environmental strategies.
- Comprehensive understanding of Health & Safety / environmental legislation.
- Carrying out environmental audits and assessments.
- Writing training programmes on Health & Safety, fire and security.
- Able to produce clear action plans for staff and managers.
- Knowledge of pollution control, waste management & recycling.
- Raising awareness of environmental issues.
- Training staff at all levels in environmental issues and responsibilities.

ACADEMIC QUALIFICATIONS

BA (Hons) Business Studies
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

Copyright information - Please read

© This site manager CV template is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.

Click here [CV template](#) to view (for FREE) 100's more professionally written & designed resume samples.