



## George Morgan

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### OBJECTIVE

I am looking for a position that will help me utilise my experience and knowledge of modern and traditional construction methods gained by working in supervisory and managerial roles in the construction industry for almost 30 years.

### TARGET JOB

Supervise or manage construction of residential or medium size commercial projects.

### GENERAL INFORMATION

Nationality: Australian  
DOB: 12/05/1969  
Marital status: married

### SKILLS AND ATTRIBUTES

**Skills:** staff supervision, contract negotiation, project management, quality control, time management, budget management, scheduling, successful business owner

**Computer proficiency:** Word, Excel, Power Point, internet, email

**Languages:** English, Slovene, Croatian

**Personal attributes:** reliable, effective, efficient, organised, resourceful, trustworthy, respectful

### EDUCATION

Certificate IV in Construction – Australian Construction Training Services - 2010  
Certificate III in Tiling – Australian Construction Training Services - 2009  
Certificate III in Bricklaying/Blocklaying – Australian Construction Training Services - 2008  
School for Building Contractors – major – diploma in Civil Engineering - 1988

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## WORK HISTORY

**GM Property Maintenance GC**  
**Director – Project Manager**  
**Central Gold Coast, Australia**

**Project manage new homes construction**  
**Project manage residential and commercial property maintenance - 11/2017 - present**

### PROJECTS:

- \$2.2MIO turnkey 3 level, 6 bedroom high end client residential home project.
- Rental portfolio of 7 local Real Estate Agencies
- Local Shopping Centre

### TASKS:

- Project management - schedule inspections, trades and material deliveries to ensure continuous on-time progress of the project, completed weekly QA inspections
- Procurement – outsource suppliers, negotiate material prices to protect declared margin
- Customer service – create weekly progress reports for the owners/agents, organise and conduct site meetings where required
- Liaise with drafting and estimating on any plan changes and/or material changes
- Liaise with certifiers and engineers to schedule and obtain revised approvals and engineer's reports. Schedule and organise required statutory inspection certificates
- Check and authorise invoices, renegotiate prices when required to control the budget
- Ensure continuous compliance with OH & S on site by conducting weekly site meetings with trades working on site

**McCarthy Homes Qld**  
**Site Manager**  
**Brisbane, Australia**

**Project manage new homes construction - 03/2017 – 11/2017**

### ACHIEVEMENTS:

Reduced errors/omissions on site identified at practical completion from over 40 items to 10 or less by continuously monitoring the quality of completed work by trades. Developed and implemented efficient site scheduling and reduced average construction times by 6 weeks. Improved onsite efficiency by 20 percent by carrying out daily site meetings to outline expected completion of tasks to all site staff. Reduced OH & S incidents by 20 percent by conducting weekly site staff meetings to identify potential onsite hazards.

### TASKS:

- Reviewed site files and reported discrepancies or errors to drafting and estimating prior to site commencement to prevent errors on site (QA check prior to site start)
- Scheduled trades and material deliveries with average 4 week lead time to ensure set construction schedule was met
- Evaluated trade performance based on their efficiency, quality and attitude and selected a high performing team to complete the homes under my supervision
- Organised bi-weekly site meetings to provide regular updates to all clients
- Provided training and coaching to new site supervisors by helping them set achievable goals and improve efficiency on their sites

**RPM – Residential Property Maintenance  
Director  
Central Gold Coast, Australia**

**Rental and commercial property maintenance - 03/2007 – 03/2017**

**ACHIEVEMENTS:**

Established the business from the ground and rapidly grew client database. Increased the turnover from \$95,000 in early years to over \$400,000 in recent years. Established and maintained business relationships with other trades to provide a one stop service to all clients. Successfully negotiated over 30 reoccurring yearly contracts with large clients.

**TASKS:**

- Developed marketing materials to promote the business and grew client database from the ground to over 120 clients over 10 years
- Managed and directed activities related to multiple construction/work sites by developing and coordinating a detailed work schedule for every project
- Assessed and reviewed the condition of services in clients' commercial buildings, engaged specialist trades to provide proposals for rectification work or work to improve functionality of the systems, negotiated prices for the client and oversaw the implementation of the projects
- Trained new trainees and apprentices, completed additional trade qualifications through RPL and assessments
- Monitored and managed business budgeting by continuously reviewing pricing and negotiating suppliers' agreements
- Completed weekly QA checks and ensured compliance with OH & S on all sites by conducting weekly site meetings

**Smithy's Handyman Agency  
Milton, Brisbane, Australia**

**Maintenance contractor - 07/2004 – 03/2007**

**TASKS:**

- Prospected and obtained new clients using door-to-door marketing strategy
- Coordinated work schedule with clients and other trades; reduced maintenance turnaround times from 5+ working days to 72 hours
- Monitored material stock, scheduled material deliveries
- Created weekly progress reports for the head office
- Managed budgets, expenses and payments
- Ensured all work complied with OH & S requirements

**Hidrotehnika d.d.**  
**Ljubljana, Slovenia**

**Engineering technician / Project manager - 08/1988 – 06/2004**

**ACHIEVEMENTS:**

Due to my outstanding performance, became the youngest leader of the Sava river region sector after 4 years in my role.

**TASKS:**

- Organised necessary council approvals prior to commencement of construction
- Organised and oversaw road closures and traffic management when required
- Organised and oversaw daily construction schedules
- Kept detailed records of completed work and materials used, documented any discrepancies from the project specifications and Bill of Quantities
- Maintained staff records, organised staff schedules
- Reviewed and approved invoices from suppliers and subcontractors
- Provided weekly and monthly progress reports to management
- Completed one year onsite traineeship with the area building manager

**REFERENCES**

Milan Derganc, Director; GC Building Solutions, phone: +61 405 373 723, email: info@gcbuildingsolutions.com.au

Eri Bace, Director; Eagle Residential Improvements, phone: +61 401 560 655, email: eaglegc1@outlook.com

Andrea Durrington, Operations Manager; McCarthy Homes, phone: +61 3326 6600, email: andrea.durrington@mccarthyhomes.com.au