**GAVIN McCOLLIN**

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**CONSTRUCTION PROJECT MANAGEMENT | LEADERSHIP & COMMUNICATION**

**PROFESSIONAL SUMMARY**

Resourceful, hands-on **Construction Project Manager** leveraging 27+ years of expertise in all facets of the construction industry. Verifiable track record of managing projects from conceptual phase to completion through coordinating site operations, developing partnerships, training associates and building positive rapports with engineers, officials, vendors and clients while maintaining cost. Manage day-to-day operational aspects of projects and project scope by effectively applying methodologies that enforce project standards and by minimizing exposure and risks on projects. Create and execute project work plans and revise as appropriate to meet changing needs and requirements, including the identification of needed resources and assignment to appropriate personnel.

Versed in contracts negotiations, projects estimating, impending design problems, document preparation, building codes and standards, materials purchasing and site management. Adept at providing technical equipment support and developing new processes through on-going maintenance, defect resolution and enhancement solutions. Skilled at identifying client’s interest and providing advice to benefit the project. Persuasive and concise communicator; experienced in dealing with all levels of management in varied industries, and coaching subordinates for greater productivity and understanding.

**CORE COMPETENCIES**

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| --- | --- | --- |
| * Multiple Location Management * Employee Supervision & Training * Building Code Adherence * Environmental Law & Regulations | * Site Operations Management * Feasibility Analysis/Estimation * Blueprint Reading & Analysis * Computer Estimation Software | * Vendor Relationship Management * Quality Assurance * Safety Management * Materials Procurement |

**Technical Proficiencies:**

**MS Office (Word, Excel, Access, PowerPoint) and Astra Project Excel**

**NOTABLE ACCOMPLISHMENTS**

* Construction Project Management; demonstrated excellent leadership skills and high degree of professionalism.
* Played a pivotal role as a project Manager and effectively handed Over **100% defect free building project in England and Qatar**.
* **Project Management** - Proven progression of project management responsibilities as a result of an excellent performance track record in planning, scheduling, coordinating, and managing activities for diverse construction projects.
* **Project Administration** - Provided project estimates and surveys, and solicited specialty contractor bids to ensure compliance and completion; conducted quality control inspections intermediately and in the punch list phase of projects; reviewed workloads and set priorities to meet required project schedules and objectives.
* **Teamwork and Professional Training** - Effectively supervised, trained, and motivated staff, scheduled company employees with contractors and subcontractors; built cooperative teams, stayed involved with all employees to develop and instill a genuine team spirit; mediated conflicts and delegated jobs and authority in accordance with employees' skills and abilities.

**HIGHLIGHTS AND QUALIFICATIONS**

**Client Management and Coordination**

* Represent the interest of the client and provide independent professional advice; interpret and explain plans and contract terms to administrative staff, workers, and clients
* Communicate regularly with clients and report the progress of project.
* Interact with subcontractors and site managers, as well as the people doing the inspections.

**Supervision and Leadership**

* Liaise with and supervise the work of the other professionals involved in the project and make sure the aims of the project are met.
* Supervise the maintenance and preparation of records of expenditure, accounting, costing and billing and investigate the cause of any kind of discrepancy.
* Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.

**Project Management**

* Ensure quality standards are adhered to, keep track of progress and ensure that the project is on time and on budget.
* Discuss plans and possible changes in the project with architects, surveyors and buyers before building work starts.
* Prepare the site by hiring staff, installing temporary offices and taking delivery of materials.
* Guarantee adherence of budget and schedule by working closely with the site workforce once building is underway.
* Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.

**Safety and Regulation**

* Ensure quality standards are adhered to, keep track of progress and ensure that the project is on time and on budget. Inspect and review projects to compliance with building and safety codes, and other regulations.
* Make sure the work meets legal requirements and Building Regulations and solve problems that may arise due to this.
* SMSTS Trained; NVQ4 Construction Manager; First Aid Trained; Temporary Works Trained; Asbestos Duty to Managed Trained; Fire Marshall Trained; CCRM.

**PROFESSIONAL EXPERIENCE – CAREER PROGRESSION**

**SENIOR CONSTRUCTION MANAGER; Fujita Qatar February 2018 - Present**

**Civil and Architectural Fit-Out of Greenline Depot for The New Metro.**

**Duties and Responsibilities**

* Mitigate all buildings on the Qatar Metro Greenline depot.
* Prepare detailed, accurate timely project reports including work schedules, implementations, deviations, change in subcontractors, customer issues and other related problems.
* Monitor working process for downspouts, tiling, carpentry, ceilings, metal doors, cladding, roofing, Metal Handrails, internal and external staircases, louvers, sand traps, etc.,
* Coordinate a team of 250 people, along with a good team of supervisors.
* Design, develop and initiate site-specific safety plan including an accident-free safe work environment.

**SENIOR CONSTRUCTION MANAGER; QDVC Qatar November 2015 – February 2018**

**Civil and Architectural Fit-Out of LRT Depot for The New Metro.**

**Responsibilities and Accomplishments**

* Managed the completion of multiple buildings across the Depot; my works consisted of recruiting a Site Team, providing information and training and executing tasks as needed.
* Facilitated the planning of all works including Block works, plastering, Core Drilling, Paint finishes , Epoxy, Polyurethane, Dust Sealant, Gypsum Walls & Ceilings, Structural Steel Roofs, External Roof and Wall Facade Cladding, Elevators, Marble Stone, Carpets, Vinyl, Blinds and Inverted Flat Roof Waterproofing & providing scaffolding for all Architectural and MEP trades.
* Initiated site activity investigations and assessments.
* Prepared cost estimates, cost analysis and budgets for the project with projected forecasts.
* Evaluated and assessed bids and project costs in the light of independent estimates and available data.

**SENIOR PROJECT MANAGER; Bluu Gulf Qatar January 2012 – November 2015**

**Responsibilities and Accomplishments**

* Monitored and supervised the project execution process on site to ensure completion of the job within specified time frames, in an organized and cost-effective manner, in accordance with the approved design and quality standards so as to meet customer’s satisfaction and maintain continuity of business.
* Examined drawings, assessed material requirements, approved and submitted material requisition accurately so as to facilitate purchase of appropriate quantities of materials.
* Examined the project program and based on the schedules mentioned assess the material and manpower requirement for the job.
* Prepare and forward the requisition of sub-contractors required for different jobs to the H.O. for approval.
* Coordinated with clients and consultant on all issues pertaining to drawings, plans, schedules and problems for quick resolution of all issues.
* Coordinated with the municipality agencies during spot checks on the site and ensured adherence to Quality, Health and Safety regulations on all assigned sites.

**Multiple Projects Supervised**

* 8m QR Office fit-Out JAIDAH SQUARE
* 9m QR Maserati Showroom Fit-Out (Al Fardan)
* 5m QR Landover Service Centre (Al Fardan)
* 9m QR Furniture Showroom
* 3.4m QR Motor Bike Showroom (Al Fardan)
* 4m QR MEESH Café ( Crown Plaza)

**SENIOR PROJECT MANAGER; Vinci Construction, Bromsgrove September 2010 - January 2012**

**Responsibilities and Accomplishments**

* Ensured that quality standards are adhered to, keep track of progress and ensure that the project is on time and on budget.
* Discussed plans and possible changes in the project with architects, surveyors and buyers before building work starts.
* Prepare the site by hiring staff, installing temporary offices and taking delivery of materials
* Guaranteed adherence of budget and schedule by working closely with the site workforce once building is underway
* Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors

**Multiple Projects Supervised**

* **18m Tesco Newport (New Build)**

Heavy Civil works from ground

Traditional Tesco fit-out

* **11m Sainsbury Sunderland (New Build)**

Heavy Civil from ground to construction of shell core

Traditional Sainsbury Fit-out

* **1.5m Tesco Express Role Out( New Build & Mixed Use)**

Heavy Civil from ground to construction of shell core

Traditional Tesco Fit-out

* **2m Refurbishment Of Royal mail Manchester (commercial Fit-out)**

Traditional Royal Mail Fit-Out

* **18m Tesco Distribution warehouse Crawley (Commercial New Build /Fit-Out)**

Heavy Civil works for ground to construction of shell core

Traditional Tesco Distribution fit-out.

**PROJECT MANAGER; Wates Retail, Luton October 2005 – September 2010**

**Responsibilities and Accomplishments**

* Managed business and project risks, including the development of any contingency plans required by stakeholders including maintaining a risk log.
* Planned and monitored the project, including reporting on project status to executives, team members and external stakeholders.
* Oversaw and supervised construction project progress and provided reports on timeline, progress, and adjustments.
* Updated and documented all project schedules including implementation phases in a project and the management aspects.
* Ensured all legal requirements, building and safety codes, safety inspections, city guidelines, and local and state regulations are met

**Multiple Projects Supervised**

* **1.m Habitat Hatfield Refurbish**

Traditional Habitat Fit-Out

* **20m John Lewis Leicester New Build**

Heavy Civil Works from ground to construction of shell core

Traditional John Lewis fit-out

* **6m Waitrose Glasgow New Build**

Heavy Civil Works from ground to construction of shell core

Traditional Waitrose Fit-Out

* **11m Waitrose Blue Water Shopping Centre**

Traditional Waitrose Fit-Out

* **6m Waitrose Winchester New Build**

Heavy Civil Works from ground to construction of shell core

Traditional Waitrose Fit-Out

* **6m HSBC Bank Leeds (Commercial Fit-Out)**

Traditional HSBC Fit-Out

* **8m Office Refurbishment London (Commercial Fit-Out)**

Traditional office Fit-Out

**PROJECT MANAGER; Coniston Interiors, London October 2000 – October 2005**

**Responsibilities and Accomplishments**

* Led the operational, financial and technological aspects of projects based on timelines and work plans.
* Coordinated directly and indirectly with project staff to ensure successful completion of the project – Directed, supervised, supported and coordinated the project team members/staff.
* Tracked project deliveries using project management tools.
* Managed the design of the project documents to monitor project performance and data stored.
* Reported on project progress and communicated relevant information to superiors and company management.
* Communicated intensively with clients, sub-contractors and vendors to establish cordial/effective working relationship.

**Projects Supervised**

* **10m Refurbish on Heathrow Airport T1,T2,T3 (Commercial Fit-Out)**
* **6m Argos Store 7 Stores per Year**
* **7m TK Max Store Manchester New Build**
* **8m Extension To accommodation block And Customer Café / Restaurant St. Mary’s Hospital London**

Medium Civil works to existing hospital (Extension of a ward)

Traditional Hospital Fit-Out

**SITE FOREMAN; Whittle Contracts, Bournemouth November 1997 – October 2000**

**6m Role out Sports Direct Stores 10 Stores per Year**

Fit out details includes Curtain Walling Package; M&E Package; Signage Package; Goods Lift Package; Carpentry And Joinery Package; Dry Lining Package; Painting And Decorating Package; Roof Gladding Package; Mezzanine Installation Package; Customer Lift Installation

**Responsibilities and Accomplishments**

* Oversaw and ensured that all safety rules are being followed at all sites at all times.
* Produced work schedules in accordance with availability of employees, contractors and labor laws and monitored employees.
* Coordinated daily tasks according to priorities and plans, adjusting as necessary due to weather, supply delivery and personnel.
* Recruited, hired, mentored, managed and trained employees and contractors.
* Provided for adequate resources and staffing to meet safety needs, regulations, best practices, laws and project schedule.

**JOINER / CARPENTER; Giltec, London June 1992 – November 1997**

**Responsibilities and Accomplishments**

* Re- Fit Office blocks (Commercial Fit-Out)
* Re-Fit Shopping Centre’s (Commercial Fit-Out)
* Re-Fit Airports (Commercial Fit-Out)
* Re- Retail Shops (Commercial Fit-Out)
* Re- Fit Banks (Commercial Fit-Out)
* Prison Re-Fits (Commercial Fit-Out)
* Premier Inn Hotel Re-fits
* Hospital Re-Fits (Commercial Fit-Out)

**EDUCATION**

**City & Guilds Craft Carpentry & Joinery September 1987 – June 1992**

Construction Crafts Supplementary Studies,

Advanced Craft & 600 Series

Hull College of Further Education

**Cottingham High School- Hull**

**GCSE Craft Design Technology September 1982 – June 1987**

Building Studies, GCSE Science & GCSE Art, Carpentry & Joinery GCSE

Cottingham High School, Hull

**TRAININGS, AWARDS AND CERTIFICATIONS**

* Confined Space Managers
* Asbestos Awareness
* PASMA Scaffolding
* Fire Marshall Award
* Manage & produce H&S documents including Construction Phase Health & Safety Plans and Site Inductions.
* Manual Handling
* Construction Design & Managements Regulations 1994
* Conversant with working with ISO 9001, ISO 14001, Local Authority Building Control, conversant with BREEAM, and Site Waste Management Plans.
* Appointed Persons Course
* CSCS Managers Card
* SMSTS
* Method Statements & Risk Assessment’s

**PERSONAL DETAILS**

Date of Birth: 19th September 1971

Gender: Male

Nationality: British

Marital status: Divorced

Driving License: British & Qatari

Language: English