

Gregory Nelson, BSc

Ipswich Suffolk IP52FZ, UK • 07588825660

greg@gregorynelson.co.uk

<https://www.linkedin.com/in/gregory-nelson-981a20207/>

gregorynelson.co.uk/qualifactions

Projects: gregorynelson.co.uk/projects

Construction Site Manager

CSCS and SMSTS certified professional with documented success managing a wide range of projects varying from fit-outs to historical building restorations.

Leveraging 15+ years of experience in construction management field with full qualifications in carpentry, oak framing, timber framing, and shop-fitting. Demonstrable skills in heritage work with strong abilities carrying out period property restorations and renovations. Well-versed in development of method statements, risk assessments, and interpretation of architectural drawings. Articulate communicator with a history of initiating inductions and toolbox talks to minimise health and safety risks and ensure protection of teams' wellbeing. Proven record of building and maintaining robust relationships with clients, contractors, and cross-functional teams.

AREAS OF EXPERTISE

- Site Operations
- Client Relationship Management
- Quality Assurance
- Mitigation of risk
- Health & Safety Procedures
- Construction Management
- Stakeholder Engagement
- Drawings take off
- Project Management
- Risk Management
- Executive Team Leadership
- IT consolodation

ACCOMPLISHMENTS

-
- Oversaw project development lifecycle of £1.5M bespoke timber framing building project.
 - Built company from scratch and conducted loft conversions for clients ranging from £37K to £80K.
 - Acquired and cultivated strong health and safety procedures skills as well as CSCS and EICS qualifications.

PROFESSIONAL EXPERIENCE

Site Manager

September 2011 – Present

Complete Loft Conversions, Ipswich Suffolk and surrounding areas

Oversee site management functions from gathering clients' specifications to ensuring achievement of projects. Drive development of quality projects and effectively manage resources. Manage various building sites such as new buildings, shop-fitting, and period building renovation. Communicate clients' requirements to structural engineers and architects. Coordinate construction quotes, contracts, site preliminaries in addition to implementing HSE standards. Engage with various stakeholders such as clients, electricians, tradesmen, and plumbers. Liaise with building control for initial site visits. Finalise scaffolding and lifting plans. Uphold HSE compliance and manage final sign off and handover process.

Key Accomplishments:

- Established company from ground-up and conducted loft conversions worth £37K to £80K.
- Delivered best-in-class loft conversions for clients by employing excellent communication and technical skills.
- Achieved a 120% increase in work volume though meeting with new clinets
- Manganged HSE to reduce number of lost work days by 50%

- Partnered with specialist architects and structural engineers

Site Manager

January 2019 – September 2019

Harrison and Wilden,

Managed £1.5M+ timber frame building with sanafelt roof, Velfac windows, underfloor heating, heat recovery system and various bespoke features. Maintained communication channels with multiple cross-functional teams and enforced compliance with health and safety procedures.

Key Accomplishments:

- Delivered 95% of project goals on time and effectively managed architect engagement and building control activities.
- Held regular site meetings and client briefings with architects and stakeholders
- Completed level 6 NVQ in site management and obtained black card
- Completed SMSTS course

Site Project Manager

May 2007 – December 2018

Combination Construction Ltd, Ipswich Suffolk

Steered office management activities and onsite management by leveraging IT skills to ensure operational efficiency. Managed small and large works both office based and onsite up to values of £500,000, streamlined operations by consolidating IT systems including Microsoft Office, wired, and wireless applications. Implemented website administration and security; operated database applications in SQL. Oversaw data management activities. Interfaced with clients, contractors, and local authorities. Controlled finance and budgeting functions and ensured proper documentation of project management activities using excel and office suite.

- Obtained Higher National Certificate in Software Engineering (Merit)
- Changed business from paper based to IT based
- Managed Listed building renovations, managed small works extensions, barn conversions

Site Manager Assistant

April 2006 – May 2007

Higgins Homes, Old Newton Stowmarket Suffolk

Provided onsite support to ensure completion of construction projects in timely fashion and within budget. Assumed role in project development lifecycle of 29 timber-framed houses with new road and infrastructure to support terrace, bungalow, detached, and semi-detached dwellings. Administered contractors' sign in and induction. Enforced adherence to health and safety procedures by applying extensive professional training such as (but not limited to) conducting risk assessments, carrying out site HSE visits, and initiating toolbox talks.

Key Accomplishments:

- Obtained European Computer Driving Licence (E.C.D.L) qualifications.
- Delivered all plots both social and purchased to customers dealt with issues arising from new builds
- Managed call of lists and delivery lead times for the whole project

Additional Experience

Freelance Project Coordinator, Residential Projects

Full Carpentry Apprenticeship, Stamford Leisure, Nationwide as they were a shopfitting company

EDUCATION

Bachelor of Science Honours in Applied Computing (1st)

Modules: IT Change Management, Dissertation Project, Web deployed Databases, Software Research and Development, Network Security
UCS Bury St Edmunds Suffolk

Foundation Degree in Computing and Networking

UCS Ipswich Suffolk

City & Guilds in Carpentry and Joinery

Suffolk College, Ipswich

PROFESSIONAL DEVELOPMENT

NVQ 6 Black Card,

Suffolk College, Ipswich Suffolk

NVQ Level 2

Suffolk Collge Joinery & Carpentry

SMSTS Qualification

Health and Safety at Work Act, Construction Design and Management (CDM) Regulations, Risk Assessments /Method Statements, Recent Changes in Accepted Working Practices, Behavioral Safety, Management of Occupational Health, Electricity, Excavations, Working at Height, Scaffolding, Demolition, Confined Spaces

First Aid Ticket

OFQUAL

TECHNICAL PROFICIENCIES

Microsoft Office Applications

Computer Platforms

Programming Concepts

Database Design SQL

Systems Analysis

Virtual Programming

Software Development Java

Information Systems

Object Orientated Design

Adobe Suite (Photoshop, Illustrator, XD, Dreamweaver, XCode, InDesign)