**Curriculum Vitae**

Profile: I am an ambitious, highly motivated, hardworking and reliable individual. Can be relied upon to give 100% to whatever task is given me and ensuring to the highest standard possible.

Personal Details:

Name: Jeff Mann

D.O.B: 26/10/60

Address: 2 Faldo Drive

Seaton Vale

Ashington

NE63 9JL

Contact Details:

Mob: 07940487168

Employment History

Nov 2016-present Maintainance Joiner/Multi-skill

Maintance to HMP northumberland ie.pre and planned reactive maintainance to the prisons buildings which includes locks,doors,furniture,glazing,plastering,plumbing minior electrical work,conversing and planning work loads.

Nov 2015-Nov 2016 Self Employed Joiner/Property Services.

All types of joinery Specializing in finishing-property repairs,plumbing,plastering,minor electical,roof work,pointing,tiling,ect.

Aug 2011- Nov 2016 Welbeck Estates Ltd

Duties: Estates Foreman

Maintaining all estates properties, ie private, commercial and residential homes. And ensuring all employees, contractors understand and comply with the company’s health and safety policy’s

* Inspections(pre and post)
* Organizing work load
* Recording of works
* Risk assessments, method statements
* Customer care issues

Sept 2008-Aug 2011 Joiner,Portakabin(Shepherd Group)

Duties:

Working for site services,installing portakabins for various organizations throughout the UK,ensuring health and safety practices are fully complied to.

Nov 2007-Sep 2008: Assistant Site Manager,Shepherd Homes.

Duties:

Dealing with health and safety issues on site on a daily basis, Monitoring contractors and direct labour ensuring works are carried out to the highest standards and meet production targets. Also managing customer care from inspection to completion to ensure customer satisfaction. And inspections with the NHBC for foundations, pre-board and hand over.

Aug 2006-Nov 2007: Assistant Site Manager, George Wimpy North East.

Duties:

Assisting the site manager on a day to day basis: control of labour force and contractors, monitoring performance to reach targets plus ensuring health and safety issues are comply to. Customer care issues are up to date and meeting with customers to familiarizing them with their property. Lastly it is important to ensure work is completed to tight deadlines and is satisfactory to myself and most importantly the customer.

2002-2006: Defects/Maintance Inspector, Kendal Cross Ltd.

Duties:

* Defects and Maintance inspections
* Programming works for completion
* Regular meetings for updates and problem solving
* Contract and labour control
* Health and Safety
* Informing clients and appropriate personnel on satisfactory completion to obtaining making good certificate

1995-2002: Maintance Joiner North British Housing

Duties:

Maintance work to social housing properties i.e., emergency call outspread and post inspections, pre painting work, void works.

1990-1995: Self employed

Duties/works:

Building works i.e. Joinery, extentions from drawings to completion.

1987-1990: Maintance Joiner, Onix Construction.

Duties:

Maintance joiner on various contracts ie, Welwyn, Proctor and Gamble, British Telecom.

1984-1987: Maintance Joiner, Blyth Valley Council

Duties:

Maintance Joiner on council properties

1977-1984: Bench hand Joiner Stanley Miller Ltd

Duties:

Constructing various items for the building trade ie, windows, doors, stairs, timber framed houses, bar and bank counters, maintance on high performance windows.

Hobbies:

Socialable, love sport and keeping fit, family is important in my life.

Additional information & qualifications:

* Full driving license
* Professional development in construction procedures
* Working at height
* Cscs card holder
* Asbestos awareness
* Pasma
* First aid
* Advanced carpentry and joinery
* CSCS Card
* Environmental Certificate
* Health and safety module,5 day course

References:

David Dawson Contracts Manager Shepherd Homes Ltd

Alan Hill Senior Buyer Kendal Cross

David Dawson

Shepherd Homes

Huntington House

Jockey Lane

Huntington

York

YO32 9XW

Alan Hill

Kendal Cross

Ponteland

Newcastle