**Steven Duerden**

**18th March 2018**

**PERSONAL PARTICULARS**

Name Steven Duerden

Address 3 Blenheim Close Hollins

Bury Lancashire BL9 8BY

Telephone 01617966421

07710148606

Email stevenduerden91@gmail.com

Date of Birth 4th December 1991

**CAREER GOALS**

I am currently completing a Master’s Degree in Project Management in Construction at the University of Salford. Prior to this I recently completed a BSC (hons) Degree in Construction Project Management at the University of Salford where I achieved a 2:1 Degree classification. My aim is to develop a successful career in Construction Project Management and therefore I would like the opportunity to secure employment to enable me to gain further valuable insight into the industry and develop both my occupational and employability skills within this field. My areas of interest are project management in all areas of construction, but I have a particular interest in house building and development, urban regeneration and sustainable design technologies. I am very keen to learn and develop my knowledge of all areas and job roles within project management. My longer term career goals are to work managing and overseeing day-to-day construction and development projects. I am passionate about the industry and committed to building a career in this sector. I have recently secured a 3 month industrial placement with a major house builder to enable me to develop valuable on site and real working environment experience

**EDUCATION BACKGROUND**

2008-2011 **BTEC Engineering Level 2 and Level 3,** Bury College

**Key Subjects**

CAD Drawings

Fabrication

Health and Safety

Electronic Devices and Circuits

Computer Programming

2011-2014 **BSC of Civil Engineering**, University of Salford (Whilst studying for a Civil Engineering Degree I discovered I had a passion for construction and development and made the decision to transfer my studies)

**Key Subjects**

Construction

Structures

Materials and Geology

CAD Drawings

Communications

Methodology

Power and Energy

2014 – 2017 **BSC in Construction Project Management Year 3**, University of Salford

**Specialisations**

* I have chosen to specialise this year in Urban Regeneration and Sustainability as I have a keen interest in these areas.

**Key Subjects**

* Economics and management
* Environmental science and services
* Law and regulatory
* Lean organisational management
* Procurement and administration
* Project management
* Multidisciplinary project
* Production and human resource management
* Discipline project
* Sustainable Design Technologies
* Urban Regeneration

2017- Present **MSC in Project Management in Construction**, University of Salford

**Key Subjects (currently being studied)**

* + - * Culture and People
      * Procurement in Construction Matters

I have developed a range of skills to prepare me for a career in the industry – working on and leading multi discipline projects with a range of people; architectural design engineers, quantity surveyor and building surveyors including the management and control of budgets. I have excellent knowledge of construction methods and processes. I have a very good working knowledge of procurement methods in construction and development including budget management. I have excellent knowledge of health and safety in construction and in undertaking project management including CDM regulations and statutory requirements. I have the ability to use a range of internal systems and processes in order to undertake a range of project management duties and to ensure projects are delivered safely, within budget, on time to high standard and in accordance with requirements. I have excellent knowledge of sustainable design technologies and urban regeneration. I have the ability to effectively interpret data and produce detailed and accurate reports. I am proficient in use of all Microsoft Office software including Microsoft Project and have experience of using AutoCAD.

**Key Skills Developed**

* Team working
* Decision making
* Communication
* Personal organisation
* Problem solving
* Academic writing – to ability to write reports, develop presentations and present data
* Leadership and delegation
* Time management
* Numeracy skills
* Active learning
* ICT Skills (proficient in use of all Microsoft Office Packages)

**EMPLOYMENT HISTORY**

**Part Time Employment**

2017-Present Self-employed distributor for Hermes Courier Services

**Responsibilities and Skills developed**

I currently work part time as a distributor. In this role I am responsible for ensuring that parcels are delivered on time to customers. Undertaking this role has allowed me to develop excellent customer care skills, including verbal and written skills and the ability to communicate and build relationships with a wide variety of people at all levels. I have to manage my time efficiently and be extremely well organised to ensure I can meet challenging deadlines and also demonstrate effective problem solving skills with the ability to deal with and solve a range of problems that may arise. I also have to demonstrate a range of ICT skills in the use of a range of systems.

2014- Present Administration assistant/part time distributor when required

D Duerden Ltd (Courier Services)

**Responsibilities and Skills developed**

Undertaking this role has allowed me to develop a number of employability skills that I hope will be advantageous to me in my future career in Construction Project Management – Excellent verbal and written skills, proficiency in handling business correspondence, updating and filing records both electronic and paper, with an attention to detail. I have a working knowledge of basic bookeeping. I have also developed excellent organisational skills, the ability to meet challenging deadlines and the ability to deal with and solve a range of problems. I consider myself to have developed a high standard of customer service skills and the ability to communicate and build relationships with a wide variety of people at all levels. I can work well as part of a team and independently. Within this role I have also demonstrated ability to remain self-motivated at all times but also to make decisions and use my own initiative when required.

2011-2016 Part Time Distributor

Newsquest International/Yell.Com

**Responsibilities and Skills developed**

My role is to distribute newspapers, leaflets and directories on a weekly/ad hoc basis. Within this role I am required to be flexible within my working hours, organised, demonstrate excellent time management skills in order to meet required deadlines and the ability to manage myself effectively

**SKILLS AND ATTRIBUTES**

* Good standard of English – written and verbal skills
* Numerical skills
* Team focused
* Excellent attendance and punctuality in both my studies and employment
* ICT Skills – competent in the use of Word, Excel and PowerPoint
* Interpersonal skills
* Organisational skills
* Ability to adapt and learn
* Self-motivated

I am a very motivated individual with a need to continually develop myself on both a personal and professional level. I hold a full clean driving licence and have full use of a motor vehicle.

**ACHIEVEMENTS**

I achieved 90% for the coursework I submitted for my Urban Regeneration Module at University.

Throughout my time in education I have received a number of awards for attendance, effort, attainment and achievement.

I received an award during my further education studies for excellent progress and development on my course (Level 3 Engineering)

I passed my driving test on the first attempt

**INTERESTS**

I enjoy researching and then exploring the environment through walking, I enjoy watching sport. I go to the gym on a regular basis and I like to walk my two dogs.

**REFEREES**

Mr Neil O Brien Mrs Anne Thornton

(Chartered Surveyor) Area Manager

51 Brookhead Drive Hermes UK

Cheadle 07811246929

0797414947 (Current line manager)