**Curriculum Vitae**

**Melissa Husband**

**19 Mears Beck Close**

**Morecambe**

**LA3 1UX**

[**Mel\_husband@hotmail.com**](mailto:Mel_husband@hotmail.com)

**07814576431**

**DOB: 04/01/1992**

**Profile**

I am a confident, competitive individual who has gained extensive experience in the construction sector. I have a wealth of experience interacting with suppliers/ potential suppliers whether it is via the telephone or meetings. I am able to complete tasks solo which I feel keeps me in line with my own KPI’s and the companies, yet prefer to work as part of a team as I feel this keeps me motivated.

I thrive off knowing I am contributing towards building quality products whether it be house building or agricultural buildings as I do in my current role. I am always on the lookout to continue the growth of my own knowledge whilst working on new skills that can also benefit the company. After 6 years in the construction sector I feel I have a great knowledge of build process and progress, and a sound knowledge of the construction background, whether it be materials or subcontract works.

**Key skills and Achievements**

Negotiating the best terms and conditions from suppliers new and old.

I am able to cope with the demands of fast paced and ever changing businesses, especially with the current growth of the house building market.

Able to deal with any unexpected delays within the procurement sector, calmly and efficiently.

I possess a full clean driving license.

I am computer literate and can use many different programmes for example, Internet, Microsoft word and email. I am also competent in using in house systems.

Visitors CSCS card.

Reading CAD drawings

**Education and Training**

2003- 2008 Morecambe Community High School

English Literature A

English Language (taken 1 year earlier) B

Maths C

Science DD

Business Studies C

History C

P.E C

R.E C

* 1. Lancaster and Morecambe College

Within this year I did a welding course which I successfully passed, this gave me a qualification of NVQ 2 in Welding and Metalwork including design.

I believe that this gave me a great insight into how this sector works, it taught me precision in measurements and quantities. As part of the course I had to learn health and safety, I now have my level 2 certificate in this.

**Employment History**

November 2017- Present T&P Metcalfe and son Buyer

I was pleased to accept this role as it progressed me to Buyer. My main duties are:

* Procurement of materials whether it be for groundworks or steel frame buildings.
* Procuring items that are to a certain spec. ensuring that the finished product does fit the spec and is fit for purpose.
* Holding supplier meetings to obtain annual deals new or currently in place.
* Timesheets for labour only staff- this has given me a better view of subcontracts and how long it takes to complete certain tasks.

2014- November 2017 Persimmon Homes Assistant Buyer

As there was no option to progress within the accounts department I asked to join the buying department as a trainee buyer, within 6 months in the department I was promoted to assistant buyer, many of my duties include:

* Procuring any material that will assist the home build. For example; mortar and bricks to joists and roof trusses.
* Finding a high spec yet affordable material within the constraints of the quantity surveyors budgets.
* Scoping out more bespoke items, tendering them out and making sure the quotes received are in line with what is required.
* Liaising with site management as well as internal management up to director level to make sure the spec is correct and of a high spec.
* Negotiating with local and nationwide suppliers via telephones or meetings and building good rapports with them.
* Reading CAD drawings plus being able to do a take off from the information on the drawing.
* Doing stock transfers and moving stock internally between sites, which mean organising transport and logistics.
* Making sure deliveries are on site when required, using a range of different procurement terms, for example JIT orders or block orders.
* I also do many administration tasks for example stock takes and waste reports. .

January 2012- 2014 Persimmon Homes Accounts Clerk

This job role was completely different to any role I had beforehand. This meant I had to adapt quickly to a different working environment.

My main roles were registering, checking prices and costing supplier invoices for payment.

This involves querying any that are wrong with the supplier.

My role also involves payment of subcontractors, whether it is a weekly payment or a monthly payment.

I took pride on my work; everything was filed in the correct place and easily retrievable when needed.

Another of my tasks was to request delivery notes on a monthly basis; this once again helped me build a good rapport with suppliers and subcontractors.

**Interests**

In my spare time I enjoy socialising with friends. I enjoy reading and any physical sports, I’m also a member of the gym and thoroughly enjoy keeping fit.

**Referees**

Michael Sparrow

Persimmon Homes LA1 3RQ

Lynne Read

Persimmon Homes

LA1 3RQ