# EDUCATION

**Carlo Leggett**

07881223645 | carloleggett@gmail.com

## Oxford Brookes University (OBU) September 2020 - June 2024

* *Batchelor of Science in Construction Project Management*
* Predicted grade: 2:1

## Bhasvic College September 2016 - June 2018

* A-levels/BTEC: Double Sport Science (D\*, D), Business Studies (D)
* 1 stXV football team

# WORK EXPERIENCE

**Faithful & Gould-** *Project Manager (12 month Industrial Placement)* **September 2022- September 2023**

* Assisted Senior Project Managers on budgets ranging from £200,00-£70,000,000. Clients include EDF (RIBA Stage 4-7) GSK (RIBA Stage 1-3) Lambeth (RIBA Stage 5-7) TPR (RIBA Stage 6-7) MOJ (BIM work).
* Duties included: Chairing progress meetings, managing trackers, attending/organizing site visits, involved in tender stage interviews, running lessons learnt meetings, attending various design workshops, updating PEP, updating risk register, taking minutes, witnessing handovers/creating snagging list, change management (filling out CD forms for approval), sending of interim payment applications.
* Gained experience working within the BIM team for 6 weeks with tasks involving QA’ing and Revit model check’s.

**Bouygues**- *Laborer* **July 2021- September 2021**

* Gained experience working for a main contractor on a large student accommodation project in Brighton (Mithras House) joined the project at the end of RIBA Stage 5, witnessing the pressures of achieving completion for handover on the frontline.
* Working on a large site realized the importance of wearing the correct PPE and the implications caused by failing this.

## Neil Woods Construction- *Laborer*  April 2019- June 2021

* Gained invaluable knowledge of the “constriction process” seeing the various components come together throughout the project to achieve completion and ensuring client satisfaction is met which is crucial.
* During my time at work, I came across various trades such as plumbers, electricians, decorators etc. introducing them onto site and ensuring that the necessary materials are available on site and that waste is clearly managed.

**Italk**- *Collections Agent* **March 2017 - April 2019**

* Demonstrated the ability to work well as a team, continuously hitting ambitious targets set each month.

**Marks & Spencer’s**- *Christmas Temp (part time whilst in college)* **December 2016**

* Attained vital customer service skills dealing with customers firsthand, under the busy Christmas schedule.

# POSITIONS OF RESPONSIBILITY

**Captain Of school football team-**

* Helping guide the team to win the Sussex county cup **2015**

**INVOLVEMENT IN MENTORING AND NETOWKRING**

**Member of CIOB/ RICS Matrics member 2021**

**Attending various CIOB events**

**Coaching** – Football **2018**

* Went to St Pauls Primary school (Brighton) to perform a coaching session for 20 children.

##  SKILLS, ACHIEVEMENTS, VOLUNTEERING & INTERESTS

* **Achievements:** Duke of Edinburgh Award, licensed amateur boxer, selected for Sussex County Football, Brighton Marathon completer, black run skier.
* **Volunteering:** Yr7 football Coach for Cardinal Newman Catholic School
* **Interests:** Travelling (spent 10 weeks in Southeast Asia), Football, Reading, Technology