

# Curtis Mcgrail

## Curriculum Vitae

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### Personal Statement

I'm a very ambitious and passionate person, with large dreams and bigger goals. I have worked for a large volume house builder since 2013, going on nearly three years. During my role as a trainee designer I have designed and assisted other team members to help deliver over 20 large projects to date. I have developed my communication skills as well as management skills over my time in the professional construction industry. With large dreams and big goals for my life and career I'm very ambitious to develop my career even further. With excellent communication skills, passion and a friendly nature along with a vast knowledge of autoCAD, Indesign, Photoshop and Sketchup amongst others I believe that I have all the right ingredients to compliment and drive any technical/architectural team both private and public.

## Work Experience

- Barratt Developments PLC – January 2013 to Present. 2 years 8 months

Key roles and responsibilities including assisting other members of the technical department and the rest of the business from sales and marketing to construction. Weekly and monthly conveyancing to ensure completion dates are met as smoothly as possible.

- JD fashion PLC – May 2012 – January 2013

Night shift at a busy distribution center working on the dispatch team, my roles included the dispatch organization and management of required goods and products onto a fleet of vans and lorry's.

## Skill profile

### AutoCAD

AutoCAD is a tool I use on a day-to-day basis at Barratt developments, this can range from red edge plans for deeding, cad layouts from sketch feasibilities, area calculations, working in different scale factors across different drawi.gs, producing base street scenes and details applicable to requirements and job needs.

### Photoshop –

Photoshop is a tool that I often utilize, for the perpetration of planning material producing such things as colored street scenes to give a greater impression to planning officers and the general public, colored planning layouts and house type planning drawings that both work as design and access infill imagery and full size planning material. I also have a developing knowledge of photographic editing using this program to remove unwanted objects from photographs, and the altering the images characteristics to give the best impression possible.

### Sketchup –

A very effective tool that can be used to help understand the massing of a project/development. This is something I have taught myself whilst working at Barratt Developments, having the ability to import cad drawings of development layouts, housetype floor plans and elevations to give a mm accurate model of a house or large development including different site levels and topography to give planners and members of the public a very clear understanding of how the development will appear in its built form and how existing levels have been respected etc. my massing models have also acted as effective infills for design and access statements.

### The planning portal –

As my key responsibilities at Barratt Developments included assisting other members of the design team, this gave me the opportunity to introduce the more mature members of my team to the planning portal website to a point where we no longer produce paper copies of planning application documents unless it is requested by a council planner. Management of documents and supporting plans to ensure that the correct information is uploaded with ease, this included introducing a filing system in job allocation folders for all the information needed for the planning applications and formatting the naming of documents to correspond with the supported characters and extensions required by the planning portal.

### Communication –

Through my career in the construction industry I have developed relations with many external clients including solicitors, consultancies, suppliers and construction workers. Delivering clear instructions and requirements is the most professional manner as possible.

Also due to working in a large office setting, I have developed my confidence and deliverance skills to other members of the team and other departments to ensure deadlines are met, work is consistent and assisting others to help solve problems. Experience with local planning officers in person, over the telephone and via email communication.

#### Team working –

Due to my professional career path, team work is a must. I have managed to build a skill that is very important in this sector. I'm a very active and vocal team member I have helped my team successfully deliver over 20 large scale projects through the design and planning phases under very tight deadlines. Including submitting planning applications, be that full planning applications, non-material amendment applications and also discharging of planning conditions. Not only assisting but often finishing up other team members works to ensure a full comprehensive package is ready for planning submissions.

#### Innovative and problem solving –

Resolving planning issues, legal conveyancing issues and construction based issues is an important aspect of my role at Barratt Developments. I often have to take the initiative to resolve any issues or problems that may be encountered and ensure the best outcome is achieved.

As there may always be issues with legal matters one of my responsibilities at Barratt Developments is managing the weekly and monthly sales in respects of deed plans and dealing with solicitors on a day to day basis, this may be that a client may not understand something on a legal plan such as identification of shared access, shared bin runs/walkways and service verges, this is resolved with a clear and simple email helping the purchaser understand the identification marks/colors annotated on their deed plans, ensuring a smooth and stress free transaction. Also under this responsibility new estate layout plans/land registry plans are required for all new site that have gained to relevant planning permissions, this can often result in title discrepancies, making sure that all red

edge plans that are pre-registered with the land registry are not being deeded to two or more land owners.

### Management –

Being well organized in such a busy establishment is a must, as weekly I may be involved in 5 – 10 different projects and managing the time for all other responsibilities is key to ensure deadlines are met. Having a busy week on a weekly basis I have to make sure I have organized and listed everything in the relative priorities. I have also developed my management skills towards other members of staff that can usually approach me with additional jobs. I have yet to miss a single deadline.

Other key applicable skills and attributes also include:

- Masterplanning.
- CDM regulations
- CSCS
- BFL12.
- Hand Draught drawings.
- Sketch Feasibilities.
- Design and Access Statements.
- Indicative Street Scenes.
- Visual and Graphical design packages for both planning and marketing.
- Indesign.
- Full Planning Applications.
- Reserve Matters planning applications.
- NMA Planning applications.
- Microsoft excel.
- Microsoft Word.
- Power point.
- Friendly nature
- Punctual

- Time management
- Good people skills
- Honest
- Hard Working

## Education

Accrington and Rosendale College - September 2013 to June 2015

- Higher national certificate level 4 (HNC) in professional construction  
M,M,D

Bolton Community College – September 2009 to 2011

- Btec national certificate in professional construction Level 3 D,D,M

## References

Available up-on request.