

## Michael Campbell CV

### PROFILE

I am a qualified and seasoned manager with many years of hands-on experience within the construction and postal industries as a surveyor, contracts manager and a senior project manager.

### EXPERIENCE

#### **DAMP & TIMBER SURVEYOR – ANGLIA PROPERTY PRESERVATION – JUN 2018 – PRESENT**

Lead surveyor for damp, timber, and structural waterproofing firm Anglia Property Preservation. Day to day responsibilities include completing surveys on both domestic and commercial properties. Identifying faults and defects within buildings and delivering reports that convey the issues, recommend remedial works to correct these faults and provide estimates for works. I am responsible for managing health and safety of projects including risk assessments, method statements, asbestos surveys, and adhering to all Building regulations when completing work for clients.

#### **CONTRACTS MANAGER - RAILTON GROUP - SEP 2017 – Jun 2018**

Contract manager for design and build firm Railton Group. Managing property refurbishments for large residential blocks across central London. Managing a team of multiple trades, I have successfully delivered £500k worth of luxury apartment refurbishments in locations including Baker Street, Finchley, Highgate & Oxford Street. I was expected to manage full scheduling, preliminaries (planning permissions, H&S etc), monitoring the progress of the works and all sign-offs, QA, and certification (electric, gas, asbestos etc).

#### **PROJECT MANAGER - POST OFFICE LTD — MAY 2013 - SEP 2017**

Project Manager role on the Post Office Network Transformation Program, the biggest retail transformation programme in Europe. £1.9 billion in investment. 7500+ stores refurbished, added 234'000 additional working hours into the network. Responsible for 100+ stores across London and the East of England and a £3million budget for their refurbishments. My responsibilities included pitching the refurbishments to business owners, completing write ups for the project including CAD drawings of proposed changes and full reports of equipment, and labour required along with their costs, work with retail groups to ensure all modern retail standards are met, agree financing & then deliver on agreed plan by working with our contractors.

#### **CROWN BRANCH MANAGER - POST OFFICE LTD — MAR 2012 - MAY 2013**

Branch Manager role in flagship store with multimillion pound turnover. Managed team of 15 staff. Responsible for P&L, cash management, staff recruitment, office sales targets, training and compliance for all staff & local advertising and promotion.

#### **CUSTOMER SERVICE CONSULTANT - POST OFFICE LTD — NOV 2007 - MAR 2012**

Customer facing role in a flagship store. Selling products and services provided by government and our product partners. Cash management skills handling millions of pounds per year. Financial services training including mortgage introduction and FCA sales accreditation.

## SKILLS & ACHIEVEMENTS

### DAMP & TIMBER SURVEYOR;

- Completed CSTDB qualification to become certified surveyor of timber and damp in buildings.
- Joined CABE, continuing professional development, and expanded fields of learning.
- Managed team of 6 technicians to deliver projects based off of my surveys and reports.
- Training colleagues on new products when the company was looking to expand its services.
- Prepared risk assessments, method statements, COSHH etc.
- Continued professional development to maintain my qualifications.
- Detailed report writing skills used to convey findings to our clients. Involves the creation of technical CAD drawings, accurate costings for jobs, and technical written reports.

### CONTRACTS MANAGER;

- Sought out and Delivered £300k worth of new business to my company over 6 months, achieved by working with our network of contacts to arrange meetings with customers to introduce our services then arrange a formal offer.
- Managed purchase orders, invoicing and work schedules for all tradesmen working on-site. Achieved via comprehensive documentation in the project planning stage to prep all purchase orders and build a multi-week schedule to ensure all work is completed to the agreed time frame.
- Customer liaison skills. Worked with all building management and the tenants in 3 blocks of flats in Chelsea to deliver information on the upcoming refurbishments to the flat common areas, stairwells, and apartment doors. Achieved via planning a schedule of communications with the tenants to ensure everyone knew what was involved with the project, when it would happen and ensuring we had fallback plans when tenants failed to communicate with us.

### PROJECT MANAGER;

- Managed full refurbishments for 100+ post offices as part the largest project of its kind in Europe.
- Projects were delivered within budget and time-scale. £1.9 billion total project budget and 5 year time-scale.
- Worked with our stakeholders to deliver government targets. Other stakeholders included MPs, local councils, citizens advice, and members of the public.
- Massively improved the quality of the services offered at our stores by increasing trading hours by approx. 40% and saving the business over £1'000'000 per year in efficiencies.
- Skills needed for the role Included; Sales conversations and presentation giving, assessing project scope on-site and translating that into reports, arranging finances via a quote/QS/ invoicing system,

### PROFESSIONAL ACCREDITATIONS

Associate of Chartered Association of Building Engineers (ACABE)

Certified Surveyor of Timber and Damp in Buildings (CSTDB) – Property Care Association certified

QNUK Level 3 Emergency First Aid at Work (RQF)

### EDUCATION

Castle Manor Business and Enterprise College - 10 GCSEs at passing grades

Castle Manor Business and Enterprise College - 4 A-Levels at passing grades

Cambridge, Anglia Ruskin University — Digital Animation & Design

### OTHER SKILLS

Microsoft Office – Experienced user

Full clean driving licence