**Name (To edit this document please download and save)**

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

An experienced and dedicated Site Manager with over \_\_ years’ experience in the construction industry across Australia and overseas leading large scale and complex projects with a high degree of quality. My diverse experience includes High Tech Clean Builds to Refurbs, Fit Outs and Heritage Restoration projects across Education, Hospital, Aged Care, Technology, Commercial, Pharmaceutical and Retail.

I have extensive experience in collaborating with Project Managers and Contract Administrators to successfully deliver various multi discipline projects from groundwork up including set up through to completion including ensuring the project remains within scope and budget, on schedule, and within client quality expectations. My strength lies in my ability to achieve optimum production and cost outcomes through the management of direct labour and subcontractors whilst maintaining a healthy and safe work environment and sustainability requirements.

**CORE SKILLS** (Only include Functions or Competencies not character traits. Be guided by what the job advert asks for)

Site Coordination Safety Analysis Site Diary Recording

Stakeholder Management Coordinating Subcontractors Construction Programming

Project Management Coordinating Onsite Operations Budgeting and Forecasting

**SOFTWARE AND PROGRAMS**  (Include all of the systems and applications you have worked with)

MS Office Suite Microsoft Project Incite

SAP (Purchasing, Invoicing) Primaver & Versa Pro Ceintellate

**ACADEMIC QUALIFICATIONS** (Include your relevant degrees, certificates and professional development courses)

**Course Institute Year Completed**

Site Managers’ Safety Certificate

Site Management Safety Training Scheme

**CAREER SUMMARY** (You can go back as far as you feel is relevant and tells the story you want to about your career)

**Role Name of Organisation Employment Duration**

Site Supervisor / Manager 2016 – 2020

Site Manager 2009 – 2016

Project Manage 2002 – 2006

Site Manager 2005 – 2005

Foreman 2000 - 2002

**SECOND PAGE**

This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**COMPANY Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

Name of Company is a Tier 2 construction company with bases in QLD, NSW and Victoria that deliver a variety of high quality fit out, refurbishment and new build projects ranging from single floor fit outs to construction of entire buildings.

**SITE SUPERVISOR**

(Include a brief summary about the purpose and scope of your role. Make sure to mention your job title. See below as example)

In my role of Site Supervisor for Company I was responsible for supervising subcontractors, managing HSE system, quality control, reporting to the project team, filing site diaries, writing short range programmes, maintaining strong relationships with building management, and client representatives as well as the design team.

KEY PROJECTS (List the Projects you completed with a brief description of the scope of the project and the $ value. See below as example)

* Name of Project (Client or Name of Project) ($15m, Design & Construct)

Revitalisation including main building works (Description of the project and your contribution. See example below)

Planning and managing logistics to minimise the risk of interruption to business while construction progressed day and night in and around a live shopping centre was a great challenge. Removing two existing escalators and installing new ones provided a mammoth task for the specialist lifting team who had to manoeuvre this heavy machinery through the shopping mall without damaging shopfronts and floor finishes.

* Name of Project (Client or Name of Project) ($5m, Lump Sum)

Refurbishment of lobby, including street frontage and EOTF. (Description of the project and your contribution)

* Name of Project (Client or Name of Project) ($6m, Design & Construct)

Refurbishment of a live shopping centre followed by an upgrade to the centre’s fire protection system. (Description of the project and your contribution)

**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In