

Overview	Notes/Remarks
Name	Leigh Cowden
Position Applied	Project Manager
Current Company	Spencer Henshaw Ltd
Years of Experience	6 years – Project Coordinator, Spencer Henshaw 2 years – Project Manager, House Renovation & Sale 20 years – HR Business Management Consultant, Taskmaster Consulting
Skills	Project Coordination, Property Maintenance, Job scoping, Contractor management, H&S, Communication skills, Customer relationship through Sales and negotiation skills.
English	9/10
Location	Orewa
Willing to relocate	No
Rate looking for	Currently on \$75k with bonuses
Visa	NZ Citizen
Driver's license	Full NZ drivers licence
Notice Period	2 weeks
Motivation	Prefers working with contractors, scope work to be done, repairs and maintenance, asbestos removal. Would rather do jobs that have lots of variety and be working outside.
Reasons for leaving	Placed in the healthy homes division and it's not what he enjoys. He feels that it's just ticking checkboxes and is very repetitive work.
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Resume

Leigh Cowden

Personal Profile

"I am a motivated, focused and confident individual with a comprehensive range of business management skills. I conduct myself in a professional manner at all times, have an objective management style and achieve my goals through determination, commitment and through the implementation of carefully constructed initiatives."

Employment Summary

Spencer Henshaw Ltd

Project Coordinator / Scoper Supervisor

2015 – Current

- Planning and scheduling of work to meet delivery timeframes
- Project manage the maintenance, repair and painting of Kainga Ora (Housing New Zealand) tenanted properties
- Scoping of works to be completed
- Entering of data into in-house DBS management system
- Scheduling and programming of work
- Site management of contractors including running regular toolbox meetings, training needs assessment, H&S compliance, inventory management from commencement to completion
- Liaising with tenants and Housing NZ staff
- Completing H&S and quality audits
- Signing off completed projects
- Completing weekly contractor advance payment schedules

Project Management of house renovation and sale

2013 - 2015

11 Danbury Drive Torbay

- Liaised with various trades including architects, builders, plumbers and electricians
- Completed carpentry and building works within my scope of expertise. This included, framing of walls, gib fixing, architraves, skirtings, stopping, tiling, painting, fencing and landscaping

Taskmaster Consulting Ltd
Taskmaster Training Ltd
Taskmaster Northland Ltd (Sold 2003)
Career Directionz Ltd

1993 - 2013

HR Business Management Consultant

- This was a self-employment venture that was set up after leaving transport industry management roles. Initially the business provided operational reviews for SME's that were requiring assistance to streamline their operations.

The business diversified into HR Management, recruitment and vocational rehabilitation for ACC and employed up to 20 staff

Key Strengths

Management

- Project management – Property maintenance
- Scoping of works, job programming
- Contractor inductions
- Onsite management of contractors – Running toolbox meetings
- Occupational health & safety compliance monitoring - Site Safe
- Development and implementation of SOP's, setting of KPI's and performance monitoring, procedural auditing
- Customer liaison

Communication

- Excellent interpersonal communication skills developed through operational and HR Business management
- Ability to communicate and work with people at all levels and ethnicities
- Strong negotiation skills gained through implementing business development strategies, organising contractors and staff
- Customer relationship skills through sales, customer services
- Group facilitation and training skills through running toolbox meetings, contractor

