

## Curriculum Vitae

### Overview

I have over 30 years experience in Facility Management, with a vast and varying range of experiences such as working on high profile events to day to day managing of catering services, cleaning services, security operations, pest control and other ancillary functions in all public buildings within the Local Authority. This experience provides me with significant knowledge enabling me to make accurate assessments whilst managing projects and managing on a day to day basis together with managing change .I have a comprehensive knowledge and understanding of all the service elements contained in a facility services environment

### Experience and skills

I am able to analyse and manage complex issues and to think creatively and strategically. I am able to work within and organise multi functional teams. I can organise resources to ensure projects and everyday services are delivered within budget and on time.

### Responsibilities

I manage a team of Facility Service Managers/Supervisors supplying various services including security, pest control and catering services to both staff and external clients, ensuring the successful delivery of the complete service. I also work pro-actively defining the resource levels required to complete programs on time, providing an efficient and cost effective service. I liaise with clients on a regular basis to both monitor the services I provide and also to look at areas where improvements and efficiencies can be made.

### Employment History

<b>1971 –1972</b>	<b>Department Store</b> – Assistant Restaurant Manager
<b>1972 -1973</b>	<b>Central Electricity Generating Board</b> – Canteen Manager
<b>1973 –1974</b>	<b>Inner London Education Authority</b> – School Meals Supervisor
<b>1974 -1985</b>	<b>Health Authority</b> – Catering Manager
<b>1985 – 1990</b>	<b>Polytechnic</b> Assistant Business Services Officer (Operations Manager for Halls of Residence and Catering Services)
<b>1990 – 1991</b>	<b>City Council</b> Cityworks – Senior Operations Manager School Meals Service

<b>1991 – 1992</b>	<b>City Council</b> Cityworks – Acting Assistant General Manager, School Meals Service
<b>1992 – 2000</b>	<b>City Council</b> Cityworks - Assistant General Manager School Meals Service
<b>2000 – 2007</b>	<b>City Council</b> Neighbourhood Services (previously Cityworks), Head of Ancillary Services

## **Qualifications**

1968 – 1971	College of Education - Institutional Management Diploma in Institutional Management
1988	HCTB CTA
1988	HCTB GTT and OTA
1994	Elected Fellow of HCIMA
2000	City & Guilds 7307