

# Malachi Achebe Stewart

**Location:** Greenwich, London, SE7 7NA

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## PERSONAL PROFILE

I am a self-motivated individual who is keen to succeed. I am quick to establish myself as a trusted and reliable team member on site. I am always looking for new ways to improve my management skills for my own personal development. As well as this, I am resilient, adaptable, and go the extra mile to deliver quality and maintain safety.

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## WORK EXPERIENCE

### GALLIFORD TRY: 2017 – 2019

#### Site Supervisor Trainee

##### **Queen Mary's Hospital: October 2018 – September 2019**

I am currently working on a refurbishment development in Queen Mary's Hospital worth £7 million. This is my second project as part of my trainee programme scheme which included many transferable skills from my last project. I started shadowing the senior site manager to get a full understanding of the project as this was an open hospital which was still functional. As this was such a high-profile project, we had to complete everything to an extremely high standard and by doing so, this allowed me to carry out my daily duties in the same manner.

#### Daily Duties:

- Creating Progress Reports and surveys
- Data entry
- Organizing Daily coordination's meeting
- Ordering of materials

##### **Selwyn Primary School: September 2017 – September 2018**

Working on Selwyn primary school, I significantly developed my skills on the Field View system from raising CE's. Selwyn Primary School was the first site I initially started on and carried out handovers. During this period, I developed knowledge of how to handle an envelope consisting of drainage and internal trades. Furthermore, throughout this project, I gained the trust and respect of supply chain partners which led to building strong relationships. I believe this falls in line with GallifordTry's values. My proudest moments during this project were obtaining a defect free hand-over certificate and winning the 'Apprentice of the Month' award nominated by my line manager.

#### Daily duties:

- Inducting supply chain partners onto site
- Plan jobs for labourers, give briefings, and delegate work daily
- Attend and lead morning meetings for supply chain partners
- Complete a daily site diary, which recorded Health & Safety issues
- Escorting building control officers around site and answering their questions where appropriate
- Carried out various inspections such as; fire point inspections, boundary

- inspections, and noise monitoring
- Taking weekly progress photos of the site and presenting them to the directors to review
- Creating fire evacuation plans and placing directional and fire exit signage to the necessary areas
- Conducting Toolbox Talks
- General management of workforce on site

## **HIGH SCHOOL EXPERIENCES**

### **Assistant Technical Support Officer, London Borough of Newham Pest Control, July 16 – July 16**

During my time at Newham Council, I worked as a technical assistant and did many adhoc jobs including filing, letter writing, answering phone calls, booking and rebooking appointments. This has increased my confidence in customer service when dealing with customer's enquiries.

### **Assistant Interior Designer, June 15 – June 15**

As an assistant interior designer, I carried out administration tasks such as dealing with customer's queries over the phone and arranging schedules for properties to be viewed. I also created mood boards to gather ideas on how properties could be laid out and furnished.

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## **EDUCATION**

2011 - 2016

### **Royal Greenwich University Technical College**

5 (grade A\*- C) including: English, Maths, and Construction Certificate

2017 - 2019

### **East Berkshire College**

Currently working towards a Level 3 BTEC Diploma in Construction in the Built Environment and NVQ Level 3 - I should be receiving my certificates for this soon.

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## **ADDITIONAL SKILLS**

- Microsoft office efficiency
- Good communication skills – verbal and written
- Strong organisational planning
- Basic understanding of Spanish

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## **REFERENCES**

References available on request