

RESUME – CAMERON SCOTT

Current Position Title: Estimator / Purchasing Officer

Current Role & Responsibilities: Review tender invitations, source and investigate up-coming projects, take off quantities, materials and prepare tender submissions as detailed in Tender Invitations. Ensure tenders are reviewed before final submission and ensure tenders are submitted before deadline as detailed in invitation. Upon award of contract, prepare and place all orders as required and enter details into project Letting Schedule. Compile QA information and as-con plans in format as required by specification and submit to Client representative. Prepare and submit traffic management plans as required.

Qualifications:

Tenders & Contracts Training	2006
Certificate III in Metalliferous Mining Operations (open Cut) (MNM3019)	2007
Basic Work Site Traffic Management / Traffic Controller (CC084 / 085)	2007
Senior First Aid	2007
Certificate in Advanced Worksite Traffic Management (K29449)	2009
Diploma of Civil & Structural Engineering (52012)	2010
Intensive Work Shop Time Management	2010
License to Perform High Risk Work – Forklift	2011
Practical Project Management	2011

Time with current Company: 5 years

Time in current position: 5 years

All dates for and details of previous employers:

2006- Present	Estimator / Purchasing Officer
2004-2006	Night fill - Woolworths

Names of previous employers: See above