

Colin Poots
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I am a mature, positive, hardworking individual who always strives to achieve the highest possible standard in any given task. I enjoy personal development through life experiences such as travel and formal training through my employment. I possess excellent communication skills and I am able to relate to a wide range of individuals. I work well as part of a team as well as individually. I am able to manage competently under pressure and have experience in handling problematic situations.

Key Skills

- Communication – Dealing with colleagues, internal and external agencies at all levels via telephone, email and in person, to ensure successful communication via active listening and open, probing questions.
- Problem Solving – Ability to deal with a range of difficult situations independently and with outside companies to find appropriate resolutions.
- Team Work – I enjoy working within a team, sharing and gaining knowledge from others as well as encouraging development of others whilst achieving specific goals.
- Planning and Organisation – I have refined my planning skills that allow me to balance work and ad-hoc responsibilities in a timely and professional manner.
- Systems Knowledge – I am computer literate and I am able to learn new systems quickly.

Employment 2013 - Present

Property Development and Management Self employed

- Working collaboratively with management companies to achieve any property maintenance necessary
- Negotiating tenancy contracts and renewals
- Liaised with suppliers
- Ensuring that the property portfolio was delivered in accordance with legislation and all legal requirements
- Managed contractors and sub-contractors
- Prioritised jobs effectively to meet daily, weekly and monthly deadlines
- Complied with operational standards and hse legislation
- Kept building and construction areas clear and tidy, minimising site risk
- Operated concrete mixers and a range of power tools to complete projects
- Erected scaffolding and navigated working at height
- Loading and driving of Transit and Luton vans both within the UK and Europe
- General administrative duties, compiling and completing paperwork
- Consistently assumed additional responsibilities and worked additional hours to meet deadlines.

Education 1981-1983, Newtownabbey Technical College
BEC National Diploma in Business Studies - passed with distinction

1976-1981, Belfast High School
GCE. Maths, English Language, English Literature, Physics, History and Geography

Additional Skills

- HGV Class C Licence
- CPC qualification
- First Aid Training
- Experience driving transit and Luton vans - commercially
- Experience driving and delivering - commercially

Personal **Date of Birth:** 28 February 1965
Dependants: None
Nationality: British
Driving Licence: Yes

References References available upon request