



# Mark Hansford



## EXPERIENCE

### **Building Surveyor** Esurv Chartered Surveyors - Home based (lone working)

08/2016 - Current

- Implemented advanced surveying technology, including GPS and laser measuring, to improve accuracy and efficiency.
- Maintained up-to-date knowledge of legal requirements and best practices in surveying, Lender requirements and building regulations.
- Interpreted maps, construction drawings and legal land documents to accurately perform various types of surveys.
- Evaluated existing buildings for condition, usage, and valuation purposes, providing detailed reports to clients.
- Promoted health and safety practices on survey sites, conducting risk assessments to minimise hazards.
- Developed and maintained professional relationships with a network of real estate agents.
- Prepared detailed reports outlining findings from building inspections, recommending necessary repairs and improvements.
- Analysed and interpreted technical data and legal documents related to property and land.

### **Warehouse Administration Team Leader (Nights)** Brakes - Reading, Berkshire

09/2014 - 08/2016


- Supervised administrative staff, providing training and development to improve team skills and performance.
- Kept up-to-date with all organisational changes and business developments, adjusting administrative processes to meet evolving needs.
- Trained administrative personnel, allocating responsibilities, and office space.
- Acted as the point of escalation for internal and external depots, addressing issues and resolving queries to keep operations running smoothly.
- Oversaw staff compliance with company policies and values.
- Liaised with logistics suppliers to check timeframes and schedules for timely deliveries.
- Assisted associated departments with clerical and administrative support.
- Maintained organised calendar covering team meetings, trips and appointments.
- Monitored compliance with health and safety regulations within the office environment.
- Utilised specialised knowledge of organisation's business activities to optimise operations.
- Led a team of administrators, overseeing daily operations to maintain optimal efficiency and productivity.
- Liaised with other departments to facilitate smooth inter-departmental communication and workflow.


### **Stock Controller** Brakes - Reading

11/2013 - 09/2014

- Recorded and reported missing stock or lost inventory to management.
- Managed inventory levels in warehouse, conducting regular stock checks to

## CONTACT

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## SUMMARY

Reliable new HGV Cat C+E (Class 1) Driver with fair navigation and route planning skills. Demonstrated ability to ensure timely and safe arrival to timed appointments, maintaining vehicle compliance and performing routine checks, adhering to all safety regulations, and providing excellent customer service. Brings positive attitude and strong work ethic to every task.

Holds a clean driving record with category C+E licence, CPC certification, and comprehensive knowledge of traffic laws. Career goal: To leverage my diverse skill set (as summarised below) in a challenging role that prioritises safety, efficiency, and client satisfaction.

Current Building Surveyor with extensive experience in implementing advanced surveying technology, including GPS and laser measuring, to enhance accuracy and efficiency. Proven track record in maintaining up-to-date knowledge of legal requirements, building regulations, and lender specifications. Skilled in evaluating existing buildings for condition and valuation purposes, providing detailed reports to clients. Demonstrates strong customer service excellence and effective judgement in health and safety practices on survey sites.

Previous roles include Warehouse Administration Team Leader, where leadership skills were honed through supervising administrative staff and

optimising operations for improved productivity; Experienced Stock Controller with expertise in inventory management systems and maintaining accurate stock records; Volunteer Special Constable with Thames Valley Police, adept at conflict resolution and emergency response under pressure.

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## SKILLS

- Driving licence category C+E / Class 1
- Driver Certificate of Professional Competence (CPC)
- Clean driving record
- GPS knowledge
- Self motivated
- Customer service excellence
- Truck safety inspections
- Trailer inspection
- Long drive stamina
- Effective judgement
- Knowledge of traffic laws
- Patience under pressure
- Time-management
- Decision making
- Coupling and uncoupling
- Road hazard identification
- Dependable and reliable
- Physically able
- First aid knowledge
- Health and Safety regulations

maintain accurate records.

- Used inventory management system to maintain accurate order records.
- Monitored, recorded and helped with investigations of missing stock.
- Organised stock areas and displays, facilitating product visibility with carefully labelled shelves providing access to goods.
- Checked products' best-before dates and initiated control mechanisms to remove bad stock and dispose of items with short shelf lives.
- Utilised inventory management software to update stock records, ensuring real-time accuracy of data.

### **Special Constable (Volunteer Police Constable)** Thames Valley Police - Wokingham 11/2010 - 03/2014

- Responded promptly to community concerns, providing reassurance and swift resolution.
- Built relationships with community members to remain in the loop on suspicious activities, concerns and incidents.
- Communicated with tact, compassion and diplomacy to achieve positive outcomes across public relations activities.
- Stayed up-to-date on first aid and emergency best practices through training.
- Planned and prioritised well for effective emergency response in pressured conditions.
- Facilitated conflict resolution in disputes, aiming for peaceful outcomes.
- Patrolled designated areas to maintain public safety and deter anti-social behaviour.
- Provided first aid assistance and support during emergency situations.
- Patrolled streets, parks and public areas regularly to maintain visible support and security presence.
- Responded to antisocial behaviour incidents quickly, calmly and professionally, defusing situations to maintain safe public environments.
- Followed correct procedures during incidents.
- Sustained physical fitness levels to provide reliable emergency response.
- Compiled detailed reports on daily activities, incidents, and enforcement actions taken.
- Issued warnings to vehicle owners parked in unsafe or prohibited areas.
- Assisted in the management of crowd control during public events and gatherings.
- Monitored and controlled traffic flow during incidents.



## EDUCATION

### **Bachelor of Science: Building Surveying** **University of Reading** - Reading, 2013

- Graduate - BSc(Hons) in Building Surveying, 2:2
- Coursework in various elements such as management, building pathology, economics, civil engineering, building regulations, and computer-aided design (CAD)

### **Advanced Diploma** **Thames Valley University (TVU)**, 2010

- 2008-2010: Advanced Diploma in Construction and the Built Environment (Equivalent to 3.5 A-levels)
- Coursework in sustainability, design, construction regulations, building surveying, quantity surveying, and land surveying



## **GCSES**


**The Bulmershe School** - Woodley, Reading, 01/2003 - 01/2008

**GPA:** 10.5 of C grade or above

- 10.5 GCSEs all grades of C and above.



## **HOBBIES AND INTERESTS**

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- Motorcycle riding/touring
  - Making and painting Miniatures/models
  - Board games
  - Videos games
  - Field hockey