Sue Chew

8-6833, Livingstone Place, Richmond, BC V7C 5T1

Cell: 778 322 3193 E-mail: sue.sschew@gmail.com

PROFILE: A professional Quantity Surveyor with extensive knowledge in consultancy and contracting services; gained professional skills in commercial, institutional, high-rise residential, civil and infrastructural projects in United Kingdom, Ireland and Malaysia. Highly skilled in quantity surveying which includes estimating, tendering, cost monitoring, value engineering and progress evaluation. Advanced knowledge in computer skills and well-organised.

ASSETS:

- Active listener, detailed-oriented and strong analytical skills.
- Adaptive team player and customer service-focused.
- Fluent in English, Mandarin, Cantonese and Malay.
- Excellent skills in Microsoft Office and internet research.
- Hard-working and friendly.

WORK EXPERIENCE:

Construction Estimator (Senior Quantity Surveyor) Oct 2008 – July 2015

CKP Nizaruddin Jurukur Bahan Sdn, Kuala Lumpur, Malaysia

Projects: Institutional, High-rise Residential, Church Redevelopment, Bridge, and Supermarkets.

- Participated in estimating of a wide variety of new build high-rise residential, institutional, church, shop lots and housing projects.
- Participated in tendering process from preliminary stage until contract award including quantity take-offs and producing of Bill of Quantities.
- Carried out pre-tender estimate and value engineering exercises to meet client's budget.
- Prepared and quantified monthly interim valuation for Contractor payment.
- Advocated variation claims raised by Main Contractor and Subcontractor, implemented project final cost and close out.
- Regularly attended site meetings and Client Consultant meetings.

Construction Estimator (Project Surveyor) June 2006 – May 2008

Bruce Shaw Partnership, Dublin, Ireland

Projects: Hotel Extension and Social Affordable Housing Scheme.

- Assisted the team in drawing measurement and produced Bill of Quantities for Tender.
- Prepared budget estimates from time to time as assigned by Associate Director.
- Assisted Senior Surveyor to prepare Order of Magnitude Costs and variation for cost report submission.
- Monitored project work progress and prepared monthly valuations.
- Prepared Construction Final Account Report for submission to the Client.

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Construction Estimator (Quantity Surveyor) Jan 2005 – May 2006
Thompson Cole Ltd, London, United Kingdom

Projects: Alteration and Refurbishment of Office Building and Residential Refurbishment.

- Assisted Director in the preparation of measurement and production of Bill of Quantities.
- Compiled contract pricing documents.
- Attended project contract meetings and prepared monthly progress valuations.
- Collated information relating to variation work.
- Assisted Director on cost report submissions.

Contracts Administrator May 1997 – July 2004
PRK Integrated Construction, Kuala Lumpur, Malaysia

Projects: New Build Duplex, Primary and Secondary Schools, and Infrastructural Works.

- Participated in quantity take-offs by analyzing and interpreting blueprints, drawings, and specifications.
- Reviewed and drafted Subcontract agreement based on priced document and specifications.
- Carried out material budget and working budget exercises upon project commencement.
- Monitored project cash flow and assisted Construction Manager on report submission.
- Prepared monthly progressive claims and project final accounts submission.
- Assisted Contract Manager compiling Variation works, loss and expenses and acceleration claims.

EDUCATION:
Postgraduate Diploma in Surveying 2005 - 2008
University of Reading, United Kingdom
Bachelor of Quantity Surveying 2000 - 2002
Central Queensland University, Australia

TRAINING & CERTIFICATION:
ISO 9001:2000 Awareness Training, In-house training course 2003
ISO 9001:2000 Internal Quality Auditor (I.Q.A), In-house 2009 - 2011

PROFESSIONAL MEMBERSHIPS
Registered Professional Quantity Surveyor (PQS), CIQS 2014 - Present
Professional Member (MRICS), RICS 2008 - Present

VOLUNTEER: Knights of Columbus, Richmond BC 2015 - Present

References are available upon request