

SHAUNA CHALMERS

COMMERCIAL MANAGER



About Me

High-spirited, hardworking Quantity Surveyor with over 5 years' experience working in Construction, Oil and Gas sectors. Extensive project involvement ranging from small-scale refurbishments to high-end luxury residential developments within the UK & Caribbean. An adaptable, consistent team player offering an exceptionally strong work ethic, excellent communication skills and consistent success in minimizing project costs whilst enhancing value for money.



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KEY SKILLS

- Time management
- Ability to work well under pressure
- Commercially minded
- Measurement software (Planswift, etc.)
- MS Office, including MS Excel
- Problem solving
- Leadership
- Attention to detail
- Strong interpersonal skills
- Methodical worker

QUALIFICATIONS

BSc (Hons) Quantity Surveying

RICS Accredited (First Class)

Robert Gordon University

September 2011 – June 2015

EXPERIENCE

Senior Quantity Surveyor / Commercial Manager | March 2022 – Present

Quantity Surveyor | May 2021 – March 2022

EMCS Caribbean Ltd. | Tortola, British Virgin Islands

- Responsible for providing commercial support and management on multimillion dollar bespoke luxury residential projects within the British Virgin Islands.
- Manages change orders
- Interprets engineering and architectural designs and specifications.
- Monitors, reports, and forecasts cash flow
- Bill of quantities preparation, management, and re-measurement.
- Cost planning and analysis.
- Manages sub-contracts, including arranging payments to contractors.
- Regular site visits to value works completed to date and projections for future work.
- Work closely on site with the project team to ensure successful project delivery.
- Client reporting and liaison
- Commercial Manager of MEP 'design arm' of EMCS.
 - Creation of fee proposals and oversight of all MEP business commercial activity

Project Surveyor | May 2016 – April 2021

BAM Construct UK Ltd. | Edinburgh, Scotland

- Responsible for pre-contract and post-contract commercial duties associated with medium to largescale building contracts, ranging in value from £6 million to £34 million.
- Engaged and facilitated value engineering exercises with the supply chain and wider project team in order to satisfy the client's budget.
- Carried out and reported on Cost and Value on a Monthly and Quarterly basis, including the production of cost forecasts and contingency tracking.
- Negotiated project final accounts with sub-contractors and the client PQS.
- Management of subcontractors on site, overseeing their works at all stages of construction.
- Responsible for the pricing of contract variations and subsequent agreement with the PQS.

Assistant Quantity Surveyor | July 2015 – April 2016

Aberdeen City Council | Aberdeen, Scotland

- Assisted the council surveying team with various tasks associated with small scale refurbishment projects in a variety of buildings, from schools to residential.
- Produced cost estimates following site visits and report back to the Quantity Surveyor
- Raised purchase orders to preferred subcontractors & certify invoices for payment.
- Obtained and compared quotations from supply chain.

Undergraduate Quantity Surveyor | January 2014 – September 2014

Rider Hunt International | Aberdeen, Scotland