

JAMES GORDON ALEXANDER STUART

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QUALIFICATIONS

Graduate Degree:

Estate Management BSC Hon

Level:

1st Class Honours

Date: Sept 2005 - July 2009

Final Year Modules;

- Property Investment & Finance
- Commercial Property
- Property Development & Planning
- Advanced Valuation
- Compulsory Purchase & Acquisition

EXPERIENCE

Feb 2010 **Work Placement**
to *CBRE*
Mar 2010 *Leeds*

Working with Office Agency, Industrial,
Investment and Valuation departments.

- - Draft Heads of Terms.
- - Update space requirement schedules.
- - Prepare competition schedules and maps for competing schemes.
- - Visit site acquired by a client to view progress and report.
- - Obtain comparables for the Valuation team to assist with Valuation report.
- - View offices and attend meetings with prospective clients.

Nov 2009 **Work Placement**
to *CBRE*
Nov 2009 *City Of London*

Working with the Office Agency Department.

- - Updating schedules on space requirements by phoning agents and prospective tenants.
- - View offices and attend meetings with prospective clients.
- - Assist with preparing Heads of terms.

Oct 2009 **Work Placement**
to *Heron International Plc*
Oct 2009 *London*

Working with all departments within the company.

- - Viewing the Heron Tower with Project Director to assess progress.
- - Attend a meeting to Discuss security for Heron Tower with City of London Police
- - Attend meeting with agents to discuss marketing for projects.
- - Attend Board Meeting with Chief Executive to discuss project progress.
- - View the Heron Peak office/retail

development with the Chief Executive and Managing director.

- - Attend a meeting with a prospective client with a view to designing luxury flats on a project.
- - Meet with QS and build team to discuss timeline schedule of events to completion.

WORK HISTORY

July 2010- **Graduate Surveyor**

Present Day **Malcolm Stuart Property Consultants LLP**

Advise Clients on Commercial Property on the below matters;

- Landlord & Tenant
- Purchase and Sale
- Rating
- Lettings
- Valuation

Jan 2010

to

*June
2010*

Insolvency Case Officer

*Walsh Taylor Business & Corporate Recovery
Specialists Limited
Shipley*

Offering advice to clients either corporate or personal and assisting them in the route they choose to recover their financial situations;

- Voluntary Arrangement
- Bankruptcy
- Liquidation

- Administration

Jun 2005 **Machinery operative**
to *Pertemps Recruitment Agency*
May 2009 *Leeds*

Rocom Communications - Packaging Department

Coors Brewery - Kegging Department

John Smiths Brewery - Canning Department

- Working intermittently during education breaks.

Jun 2007 **Industrial Door Fitter**
to *NDP Doors*
Sep 2007 *Sherburn-In-Elmet*

Preparing large industrial warehouses for the implementation of electronically operated door systems.

- Constructing the frame of the door.
- Wiring the electrical boxes.
- Fitting the springs.
- Panneling up the door units.

Sep 2001 **Labourer**
to *Gerald Smith Builders Ltd*
Aug 2006 *Boston Spa*

Assisting bricklayers on site by transferring and transporting materials to and across site.

- Working intermittently during education breaks.

Oct 2004 **Trade Quality Admin**

to *John Smiths Brewery*
Aug 2004 *Tadcaster*

Facilitating the uplift of faulty beer containers from around the country and liaising with customers and on-site technicians to determine whether credit should be passed or failed.

Oct 2001 **Relief Cleaner**
to *NYCC Building, Cleaning & Grounds Maintenance*
Jul 2003 *Services*
 Tadcaster

Cleaning and maintaining a department within the school on a daily basis for between 2-4 hours outside school operating hours.

- Undertaken whilst in education at the school.

EDUCATION

Sep 2002 **Tadcaster Grammar School**
to *Toulston*
Jun 2004 *A Levels*

- A Level Economics - B
- A Level Sociology - B
- A Level Business Studies - B

Sep 1997 **Tadcaster Grammar School**
to *Toulston*
May 2002 *GCSEs*

- Mathematics - B
- English Literature - A
- English Language - B
- Business Studies - A
- History - B
- German - B

- Science Dual - C/C
- Graphic Design - C

MEMBERSHIPS

RICS - Student Member

LANGUAGE SKILLS

German;

Speak / Write / Read at a basic level.

REFERENCES

Mary Taylor
Walsh Taylor
Managing Director
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Northumbria University
School Of The Built Environment
Ellison Building
Ellison Road
Newcastle
Tyne & Wear NE1 8ST

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