

## Curriculum Vitae

a. Personal details				
<b>Full name</b>	<i>Title</i>	<i>First name</i>	<i>Second name(s)</i>	<i>Family name</i>
	Mr	Turenne	Tun Yin	Lee
<b>Mobile</b>	021 772 697			
<b>Email</b>	build1@japanhomes.co.nz			

### b. Academic qualifications

2019	<b>Bachelor of Construction</b> (Construction Economic, QS) Unitec Institute of Technology
2014-17	<b>Bachelor of Construction</b> (Construction management) Unitec Institute of Technology
2008-2012	<b>Pakuranga Collage</b>

### c. Professional positions held

2020-present	<b>Site Manager Assistant / Carpenter</b> , Japan Homes Ltd, NZ Duties include: <ul style="list-style-type: none"> <li>- Report site progress to director</li> <li>- Supervision of work (Quality control, work complies with building code)</li> <li>- Liaise with clients, city council, architects, engineers, suppliers and sub-contractor</li> <li>- Monitor the construction progress</li> <li>- Quality Assurance</li> <li>- Scheduling construction processes (computer software eg. Builder Trend)</li> </ul>
2020	<b>Site Manager</b> , Stonewood Homes (West Auckland Branch), NZ Duties include: <ul style="list-style-type: none"> <li>- Report site progress to project manager</li> <li>- Supervision of work</li> <li>- Liaise with clients, city council, architects, engineers, suppliers and sub-contractor</li> <li>- Monitor the construction progress</li> <li>- Scheduling construction processes (computer software eg. MS project)</li> <li>- Prepare estimate and budget</li> </ul>
2019	<b>Junior Carpenter</b> , Takeet Limited, NZ Duties include: <ul style="list-style-type: none"> <li>- Erect framing</li> <li>- Pre-line</li> <li>- Windows and doors installation</li> <li>- Building wrap</li> <li>- Materials quantity take off</li> </ul>
2018-19	<b>Junior Carpenter</b> , Solid Design and Construction Limited, NZ Duties include: <ul style="list-style-type: none"> <li>- Erect framing</li> <li>- Pre-line</li> <li>- Windows and doors installation</li> <li>- Building wrap</li> <li>- Materials quantity take off</li> </ul>
2017-18	<b>Foreman Trainee</b> , CHL building Consulting Limited, NZ

Assist project manager to carry out the following duties:

- Report site progress to project manager
- Supervision of work
- Liaise with clients, city council, architects, engineers, suppliers and sub-contractor
- Monitor the construction progress
- Scheduling construction processes (computer software eg. MS project)
- Prepare estimate and budget

#### **d. Professional speciality**

##### **Construction related**

- Effective Planning (sequence of work for whole project, resources flow)
- Keen awareness of building methodology and materials
- Solid knowledge of computer software (MS project, word, excel, BIM in planning and scheduling)
- Thorough familiarity with estimating building, material and labour costs (producing schedule of quantity)
- Able to read and understand construction plans
- Understanding relevant legislation (NZ building code, NZ building act 2004, NZS 3604 etc.)
- Proficient in maths and basic accounting skills
- Problem solving
- Good understanding of Health and safety

##### **General**

- Language (English, Mandarin, Cantonese)
- Sports (badminton, swimming, baseball)
  - o Badminton (Auckland badminton junior team 2010 to 2012, senior northland division 2018 to 2021)

#### **e. Professional distinctions**

##### **Awards**

2016

**Prize:** Year 3 top student in planning and organisation for bachelor of construction