

# Curriculum Vitae: Alan Gordon



## Systems Manager

### Qualifications

- ❖ BSc (Quality Management & Technology) – 1998
- ❖ Cert IV – Project Management – 2007
- ❖ ISO 9001 / QS 9000 Internal Auditor – 2000
- ❖ ISO 14001 Environmental Auditor – 2003

### Experience, Skills and Corporate Focus

Alan has a diverse background that includes Manufacturing Engineering and Construction Management. He has applied his skills in Quality and Project Management across a wide range of construction projects and has specific expertise in customising Quality Assurance procedures for individual construction projects based on the types of work involved.

He has worked in many challenging areas developing a strong focus on target achievement, people management and customer satisfaction. Alan brings the following skills to his role at CC Pines:

- ❖ Project management
- ❖ High attention to detail
- ❖ Commitment to timelines
- ❖ A resilient work attitude
- ❖ Excellent personnel management technique
- ❖ Well developed client management skills
- ❖ Highly developed communication skills

### Major Projects

- ❖ Dept of Defence – DEOH Building 118 Upgrade (\$200K)
- ❖ Dept of Defence – DEOH Office Accommodation and entry Upgrade (\$2M Design & Construct)
- ❖ Dept of Defence – DEOH Missile Test Facility (\$1.2M Design & Construct)
- ❖ Dept of Defence – DEOH FOSOW Explosive Storehouse (\$2.9M)
- ❖ Bureau of Meteorology – Tamworth Weather Radar Facility (\$800K)
- ❖ Bureau of Meteorology – 25m Doppler radar tower at Terrey Hills (\$700K)
- ❖ Mosman Municipal Council – Outdoor courts and stormwater capture (\$1.3M)
- ❖ Installation of HVAC system at Building 67, Garden Island Naval Base (\$600K)
- ❖ Dept of Housing – Security fencing and structural support (\$110K)
- ❖ Factory shutdown and relocation (Welshpool WA to Rydalmere NSW) support (\$4.0M)
- ❖ New production facility set up (production lines, equipment, chemical plant) (\$4.5M)

## Career Snapshot

### 2007 – Present: CC Pines Pty Ltd

#### Systems Manager

##### Responsibilities:

- ❖ Business and tender development
- ❖ Management System development and maintenance
- ❖ Client management
- ❖ Project programming
- ❖ Liaison with client representatives
- ❖ Coordinating trades
- ❖ Safety management
- ❖ Quality assurance
- ❖ Developing and implementing Safe Work Method Statements
- ❖ Tendering for and letting trade packages
- ❖ Managing variation claims

### 2003 – 2007: Rheem Australia Pty Ltd

#### Production Superintendent 2004 – 2007

##### Responsibilities:

- ❖ Operations representative – projects
- ❖ Project planning and time management
- ❖ Managing internal project team
- ❖ Managing contractors / suppliers
- ❖ Resource selection and training
- ❖ Developing quality systems and documentation
- ❖ Process and product validation
- ❖ Target production achievement
- ❖ Supervision (two supervisors, two process engineers and over 60 operators)
- ❖ Continuous improvement programs
- ❖ New model introductions
- ❖ Safety management and quality assurance

### 2003 – 2004: Lean Manufacturing Engineer

#### Projects Team Member

##### Responsibilities:

- ❖ Risk assessment
- ❖ Process development and installation
- ❖ Continuous Improvement and waste reduction
- ❖ Facilitating cultural change

### 2000 – 2003: Hi-Lex Cable System Co. Ltd

#### Conformance Engineer

##### Responsibilities:

- ❖ Process development and installation
- ❖ Quality system development
- ❖ Customer liaison
- ❖ Equipment risk assessment
- ❖ Root cause analysis and rectification
- ❖ Managing tooling budgets