

JOHN VICTOR CHILLEK

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OBJECTIVE

To secure a mid-level position in an established, well-known company that can offer career advancement opportunities and challenge me in my position with projects that are impactful, uplift communities, promotes sustainability, and bring innovative construction to life, with my years of experience, practical knowledge, and passion.

WORK EXPERIENCE

JANUARY 2015 – CURRENT

PROJECT MANAGER, (EMPLOYER NAME AND REFERENCES ON REQUEST)

I have been leading members of the Design & Construction teams and operating under the Directors for the past 8 years. I am very practical thinking and always consider the most cost effective and functional alternatives, without compromising on design, quality, and vision.

I collaborate closely with clients, authorities, inspectors, contractors, and cross-functional team members, from the initial stages of design, through execution, to close-out. I also provide project-level contract administration and technical expertise when needed.

I manage the budgets, materials, quality, schedules, and profitability performance of my projects.

My responsibilities are:

- Construction Team Management
- Project management
- Contract management
- Construction management

My activities are:

- **Professional Team Relations**
 - ✓ Review proposals for preparation of Contract Award Recommendations.
 - ✓ Finalize approval/selection of consultant.
 - ✓ Permits/Municipal Approvals.
 - ✓ Manage finalizing of construction management plans.
 - ✓ Manage preconstruction survey requirements.
 - ✓ Review designs for functionality, constructability, and efficiency in line with client expectations.

- **Office Duties:**

- ✓ Meetings with stakeholders, identifying project status and updates.
- ✓ Support colleagues and maintain relationships with Construction team members.
- ✓ Manage review/respond to all email correspondence of the day.
- ✓ Work with the sales team on status and client preferences.

- **Site Duties:**

- ✓ Work with customers to process and complete drawings, coordinate site measures, attend site meetings, order products, and arrange for shipping.
- ✓ Managing third-party subcontractors.
- ✓ Standardize construction processes.
- ✓ Reviewing and pricing change orders for existing projects.
- ✓ Resolving day-to-day problems and challenges.
- ✓ Perform daily inspections and log any quality issues.
- ✓ Collaborate with other onsite inspectors.
- ✓ Enforce site specific quality requirements and trade specifications.
- ✓ Collaborate with manufacturers/suppliers on orders and material deliveries.
- ✓ Completing project deficiencies and collaborating with customers to ensure complete satisfaction on their project delivery.

FEBRUARY 2011 – OCTOBER 2014

LMI ASSISTANT, MECHNET MAINTENANCE

I assisted the Lifting Machine Inspectors with inspecting and testing Lifting Equipment and machinery for compliance of working standards.

My Responsibilities:

- Assist LMI.
- Record keeping.
- Examine Lifting machines and equipment (under supervision).
- Assist testing load capacity of machines and equipment.

MARCH 2008 – JUNE 2010

FACTORY MANAGER, LEATHER FROM HART

I was the factory manager of a leather manufacturing company specialising in Veg leather and fur-on tanning.

My Responsibilities:

- Manage all departments.

Oversee:

- Sales Department.
- Production Department.
- Logistics Department.
- Procurement Department.
- Quality Control Department.
- Human Resource Department.

JUNE 2004 – FEB 2008

LOGISTICS SUPERVISOR, CRAFTCOR HART HIDES

I was the logistics supervisor for a wet blue tannery. I ordered the raw materials, supervised production lines, and shipped and exported the finished products. I also maintained the production statistic.

My Responsibilities:

- Supervise Packing Department
- Supervise Production Department
- Manage Distribution Department
- Procurement Manager
- Supply Chain Supervisor
- Quality Control
- Human Resources
- Statistics

JANUARY 2003 – JUNE 2004

SHOWROOM FLOOR ASSISTANT, MOTOR WORLD

My first job after studying.

EDUCATION

JAN 2023 - CURRENT

PMI-CP™, PROJECT MANAGEMENT INSTITUTE
CONSTRUCTION PROFESSIONAL IN BUILT ENVIRONMENT PROJECTS

JULY 2021

NATIONAL DIPLOMA, ACADEMIC INSTITUTE OF EXCELLENCE
MANAGEMENT OF CIVIL ENGINEERING CONSTRUCTION PROCESSES

DECEMBER 2008

CERTIFICATE, INTERNATIONAL SCHOOL OF TANNING TECHNOLOGY
ADVANCED LEVEL TANNING

DECEMBER 2007

CERTIFICATE, INTERNATIONAL SCHOOL OF TANNING TECHNOLOGY
INTERMEDIATE LEVEL TANNING

Passed with Distinction

Awarded the book price for highest overall marks achieved (Nationally)

DECEMBER 2002

HIGHER CERTIFICATE, VARSITY COLLEGE

PC ENGINEERING

Passed with Distinction

CERTIFICATION

JANUARY 2023

CERTIFICATE, ALISON (CPD CERTIFIED)

FUNDAMENTALS OF MICROSOFT PROJECT 2016

SEPTEMBER 2022

CERTIFICATE, THE CAD CORPORATION

AUTOCAD ESSENTIALS 2019

SEPTEMBER 2022

CERTIFICATE, THE CAD CORPORATION

CIVIL 3D 2019

JUNE 2021

CERTIFICATE, LEARNFAST TRAINING CENTRE

ESSENTIALS OF PROJECT MANAGEMENT

SKILLS

- Teamwork and collaboration
- Critical thinking & problem solving
- Professionalism & strong work ethic
- Office 365 & MS Project
- Interpersonal
- Leadership
- Initiative-taking
- Adaptability
- Attention to detail

PROJECTS HISTORY

- 40 Housing Units successfully completed. +/- C\$ 1 300 000
- 9 Luxury Estate Homes successfully completed. +/- C\$ 1 900 000
- 1 Township Development from Concept to Close-out (Current). C\$ 75 000 000+ 34 ha (84 acres)
 - 496 Detached Homes (Turnkey)
 - 417 Sectional Title Units (Turnkey 2 storey multi-family)
 - Private Sports Field
 - Private Parks
 - Commercial Complex (Shopping Center)
 - Crèche (Daycare) Facility
 - Primary (Elementary) School
 - Community Center