

Kelly J. Bartholomew

Turnbull Hill,
Tortola, British Virgin Islands.

kelly.bartholomew@gmail.com
1-284-344-5503

CAREER SUMMARY

With over 10 years of experience working as a civil engineer on building and infrastructure projects, as well as extensive knowledge of engineering contract documents, project management and construction supervision. My objective is to offer my skillset to a renowned company in the area of project management.

TECHNICAL SKILLS

Contract Law & Dispute Resolution • Procurement • Project Management • AutoCAD

PROFESSIONAL EXPERIENCE

Blunder Development Corporation Limited – Tortola, British Virgin Islands

PROJECT MANAGER.

2018 - Present

Managed reconstruction of buildings and infrastructure on an ultra - luxury residential development for a premier property developer in the BVI. The project consists of building works, dock works and road construction after major hurricane damage. Draft and submit progress reports. Scheduling of onshore and marine works. Liaise with state agencies for reinstatement of utilities. Procurement of materials for site works. Coordination of subcontractors works. Provide sketches and engineering advice on variations.

Caribbean Insurers Ltd – Tortola, British Virgin Islands

INSURANCE LOSS ADJUSTER.

2017 -2018

Conduct detailed building assessment on properties damaged by Hurricane Irma in 2017.

Review and adjustment of rebuilding estimate for damaged homes. Settlement of insurance claims after negotiation with clients.

Planviron Limited – Trinidad & Tobago

CIVIL SITE ENGINEER

2015 – 2016

Placed on site as a consultant representative to monitoring engineering works for a land development project. Negotiated pricing for varied work with contractor. Inspection of civil works. Evaluation of contractor's payment for roads, drainage and retaining wall works. Reviewed drawings, contractor's quality plan and programme of works.

Syne's Contracting & Industries (1988) Ltd – Trinidad & Tobago

PROJECT MANAGER

2014 – 2014

Oversaw project budgeting, scheduling and staffing for a \$6M USD school construction project. Verified project site-specific requirements. Coordinated RFI responses, drawing revision process, and construction change request processing. Scheduled project milestones. Provided cost evaluation, developed bids, and negotiated contracts with suppliers. Optimized site development processes by implementing continuous planning.

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C & H Associates Ltd – Trinidad & Tobago

RESIDENT ENGINEER

2013 – 2014

Managed the planning of construction of a major sport facility in East Trinidad.
Site planning and coordination temporary infrastructure works. Review of design drawings.
Oversaw material and equipment procurement.

Lee Young & Partners Ltd – Trinidad & Tobago

CIVIL ENGINEER

2012 – 2013

Provided site supervision on infrastructure projects: Supervised infrastructure, primarily bridges and retaining walls including assessment of contractor's payment certificates. Analyzed geotechnical data for a large-scale chemical plant. Provided supervision of major land development projects. Assessment of tender documents for landslip projects. Reviewed contractor claims for bridge construction projects.

C & H Associates Ltd – Trinidad & Tobago

CIVIL ENGINEER

2011 – 2012

Served as main point-of-contact with client and contractor while overseeing personnel for a \$30 USD million airport projects. Acted as resident engineer monitoring laboratory testing and workflow. Conducted field inspection and managed site safety. Submitted technical reports of daily runway paving and lighting works.

Mammoth Contracting Company Ltd – Trinidad & Tobago

CIVIL ENGINEER

2010 – 2011

Oversaw 35 personnel on major residential development, managed material and equipment inventory, provided technical advice on equipment usage, performed paperwork review for RFI submission, provided concrete estimates, weekly reports and performed QA / QC duties.

KS & P Ltd – Trinidad & Tobago

CIVIL ENGINEER

2009 – 2010

Served as civil engineer on University of Trinidad & Tobago Main Campus construction. Oversaw Structural and civil works. Performed drawing review and determined appropriate action according to RFIs. Designed concrete structures for external walls. Developed CAD models for foundations and earth retaining structure.

EDUCATION

LLM Construction Law & Arbitration – Robert Gordon University 2019

BSc (Hons) Civil Engineering - The University of the West Indies- 2009

Final Year Option: **Offshore Geotechnical Engineering**

CERTIFICATION

Member (MCIArb) – Chartered Institute of Arbitrators, License No. 37741.

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REFERENCES

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