

AMY HARTZENBERG

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As a dedicated Quantity Surveyor with 15 years of versatile experience, I bring a results-focused approach to diverse construction sectors (high specification luxury residential property and commercial). I excel in project cost control, commercial reporting, contract administration, and negotiation. Skilled in both pre- and post-contract phases, I expertly manage multiple subcontracts simultaneously, showcasing proficiency in subcontract administration and cost control.

KEY SKILLS AND COMPETENCIES

Comprehensive Understanding of Commercial, Pre-Contract, and Post-Contract Administration Protocols: Extensive knowledge of the intricacies of commercial operations, pre-contract planning, and post-contract execution, ensuring a holistic approach to project QS management.

Effective Management of Simultaneous Multimillion-Dollar Contracts and Subcontracts: Demonstrated ability to efficiently oversee the commercial aspects of multiple multimillion-dollar contracts and subcontracts, optimizing cost control and ensuring project profitability.

Proficiency in Standard Methods of Measurement: Adept at applying industry-standard methods of measurement to accurately assess quantities and costs, facilitating precise project estimation and evaluation.

Innovative Problem-Solving and Risk Mitigation: Proactive identification of challenges and adeptly implementing risk mitigation strategies to maintain project continuity and success.

Expertise in Health and Safety Management for Diverse Construction Projects: Proven track record in managing and administering health and safety protocols across multiple construction endeavours, prioritizing the well-being of all stakeholders and ensuring regulatory compliance.

AREAS OF EXPERTISE

- Estimating
 - Change Management
 - Budget Preparation and Management
 - Final Accounts
 - Cost planning and control
 - Pre-Contract Administration
 - Post-Contract Administration
 - Supply Chain Management
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SECTOR EXPERIENCE

- Residential Building Construction
 - Commercial Building Construction
 - High Spec Luxury Residential
 - Health and Safety
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GEOGRAPHIC EXPERIENCE

- South Africa
 - Mozambique
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PROFESSIONAL EXPERIENCE

QUANTITY SURVEYOR

Devmark Construction | Cape Town, South Africa

APRIL 2023 – PRESENT

Founded in 1996, Devmark Construction, a division of Devmark Property Group, manages all construction activities for the group. With 30 years of history, Devmark Property Group is renowned for developing some of the Western Cape's most sought-after commercial and residential properties. Leveraging this experience, Devmark Construction initially focused on Cape Peninsula retirement housing. Today, it excels in constructing residential developments, multi-story buildings, steel structures, and refurbishment.

KEY RESPONSIBILITIES

- **Comprehensive BOQ Oversight:** Thoroughly prepare and segment Bills of Quantities (BOQs) derived from architectural drawings to facilitate precise estimation and tracking of construction costs.
- **Quotation Evaluation:** Rigorously assess and compare quotations to discern the most economically advantageous options, ensuring fiscal prudence.
- **Strategic Subcontractor Engagement:** Initiate and manage the quotation process with subcontractors, navigating the adjudication phase for the selection of proficient partners.
- **Contractual Proficiency:** Administer contract obligations, scrutinize subcontractor claims, and meticulously evaluate work progress to ensure adherence to project parameters.
- **Meticulous Financial Documentation:** Methodically uphold financial records, project budgets, claims, payments, and contra charges, cultivating a culture of financial transparency and accountability.
- **Variation Order Expertise:** Skillfully manage variation orders, measurement processes, and reconciliations to effectuate precise cost adjustments and enhance project flexibility.
- **Tender Tracker Monitoring:** Diligently oversee and maintain the tender tracker, ensuring its accuracy and timeliness to facilitate effective tendering processes and procurement activities.

QUANTITY SURVEYOR

Quality Wood Products (PTY) LTD | Cape Town, South Africa

DECEMBER 2022 – APRIL 2023

Quality Wood Products (Pty) Ltd is a specialised joinery and furniture manufacturing company, involved in a variety of contracts such as Great Oaks Retirement Village, V&A Heliport Hangar, Conradie Park and also supply of furniture to prominent retailers such as Woolworths, Block & Chisel, Sofaworx and Butchers Block, all of which I oversaw and managed commercially whilst reporting directly to the owner.

KEY RESPONSIBILITIES

- **Budget preparation and management:** Budget Preparation and Management: Develop, monitor, and manage project budgets to ensure alignment with financial objectives, controlling costs and optimizing resource allocation.
 - **Cash Flow Forecasting:** Create comprehensive cash flow forecasts to facilitate precise financial planning and resource allocation, ensuring financial stability throughout the project.
 - **Commercial Management of the Supply Chain:** Strategically oversee the commercial aspects of the supply chain, making informed decisions to optimize cost-efficiency and procurement effectiveness.
 - **Certification of Payments for the Supply Chain:** Validate and certify payments to suppliers, ensuring accuracy and timeliness in compensating service providers.
 - **Project Cost Report Compilation:** Compile and review monthly project cost reports for senior management review, providing valuable insights for decision-making.
 - **Delay Notifications and Cost Impact Assessment:** Proactively notify project delays and provide expert advice on the cost impact of Extensions of Time, allowing for efficient decision-making and cost control.
 - **Maximizing Entitlements and Cost Recovery:** Navigate entitlements and recover costs incurred due to project delays and variations, enhancing the project's financial performance.
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QUANTITY SURVEYOR

HG Holliday (PTY) LTD | Cape Town, South Africa

SEPTEMBER 2017 – NOVEMBER 2022

HG Holliday (Pty) Ltd is a specialised joinery company, involved in very prestigious contracts like Parliament House, The Castle, The Magistrates Courts as well as Tygerberg and Groote Schuur hospitals, corporate contracts which include the Waterfront apartments, the Convention Centre, as well as very upmarket hotels such as the Arubella Sheraton, Pezula Hotel and The Grand Hotel, all of which I oversee and manage commercially.

Due to my effectiveness and efficiency in managing subcontracts with a main contractor, I was head hunted by HG Holliday to oversee their contract and commercial department.

KEY RESPONSIBILITIES

- **Cost Estimation: Comprehensive Estimating:** Perform in-depth estimating, ensuring accurate project cost assessments, resource allocation, and budget alignment.
- **Quantitative Analysis and Reporting:** Technical Drawing Abstraction and re-measure quantities from project drawings, facilitating inclusion in monthly payment applications.
- **Payment Application and Invoicing Management:** Efficiently handle payment applications and invoicing processes, ensuring accuracy and timeliness in financial transactions.
- **Project Closure and Compliance: Final Account Preparation and Settlement:** Successfully conclude projects by preparing and settling final accounts, ensuring accuracy and accountability in financial records.
- **Health and Safety Compliance:** Monitor and review health and safety plans and risk assessments for each project to guarantee adherence to statutory regulations and maintain a safe and compliant project environment.

QUANTITY SURVEYOR

Aveng Grinaker-LTA | Cape Town, South Africa

MARCH 2016 – AUGUST 2017

Aveng Grinaker-LTA is a multi-disciplinary construction and engineering group, anchored in South Africa, with expertise in a number of market sectors; power, mining, infrastructure, commercial, retail, industrial, oil and gas.

KEY RESPONSIBILITIES

- **Consultant Collaboration:** Foster effective communication with consultants to facilitate monthly Application for Payment, ensuring alignment with project milestones
 - **Cost Management with CCS:** Employ Construction Computer Software (CCS) for effective commercial management, enhancing cost control and financial oversight.
 - **Resource Monitoring and Reconciliation:** Vigilantly oversee material, plant, and labor resources, ensuring optimal allocation and precise cost management.
 - **On-Site Measurement:** Conduct on-site measurements for payment processing and valuation, facilitating fair and accurate compensation.
 - **Re-Measurement:** Perform re-measurement of all trades to ensure precise cost assessments.
 - **Subcontractor Package Compilation:** Create and compile comprehensive subcontractor packages for tender purposes, streamlining the tendering process.
 - **Subcontractor Documentation Management:** Manage the compilation of subcontractor contractual documentation, guaranteeing efficient and organized record-keeping.
 - **Subcontract Oversight:** Proactively manage subcontractor relationships, including evaluation of final accounts, tender adjudication, and negotiation, ensuring cost-effective project execution.
 - **Subcontractor Appointment Recommendations:** Provide recommendations for subcontractor appointments based on project requirements.
 - **Subcontractor Variation Expertise:** Review and assess subcontractor variation orders, ensuring that project changes are well-documented.
 - **Final Account Resolution:** Skillfully prepare and agree upon final accounts with clients, providing financial closure and accountability.
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QUANTITY SURVEYOR

Stefanutti Stocks | Maputo, Mozambique

AUGUST 2013 – FEBRUARY 2016

Stefanutti Stocks, a distinguished construction firm of repute in Southern Africa, boasts an illustrious legacy in an array of construction sectors. From pioneering greenfield developments to intricate inner-city reinvigoration projects, they excel in orchestrating standard tender requisites, intricate design and build undertakings, and the intricate nuances of concession contracts. My journey commenced at Stefanutti Stocks Construction Mozambique, where I assumed the role of Quantity Surveyor, presiding over subcontractors and specialized trades with diligence and precision.

KEY RESPONSIBILITIES

- **Quantitative Abstraction from Drawings:** Abstract measurements from project drawings for inclusion in monthly certificates, ensuring accuracy and transparency in payment applications.
- **On-Site Measurement Excellence:** Conduct thorough on-site measurements to facilitate payment processing for subcontractors and monthly payment applications.
- **Resource Stock Inventory Management:** Regularly take stock on-site and in the yard, ensuring comprehensive inclusion in monthly valuations and material claims reports, optimizing material resource management.
- **Strategic Pricing of Site Instructions and New Items:** Expertly determine pricing for site instructions and new items, ensuring transparent and accurate cost assessments.
- **Detailed Monthly Cost Report Presentation:** Present detailed monthly cost reports, providing comprehensive financial insights and facilitating informed decision-making.
- **Resource Monitoring and Reconciliation:** Vigilantly monitor and reconcile material, plant, and labor resources, optimizing resource allocation and cost control.
- **Transparent Variation Compilation and Submission:** Expertly compile and submit variations to clients for review and agreement, ensuring transparent management of project scope changes.

QUANTITY SURVEYOR

Giurich Bros. Construction | Cape Town, South Africa

FEBRUARY 2012 – JULY 2013

Giurich Bros. Construction, a privately owned multi-disciplinary main contractor headquartered in South Africa, provided me with an invaluable opportunity to develop a deep understanding of Quantity Surveying and its significance within the construction industry. During my tenure, I acquired expertise in diverse projects including commercial buildings, residential alterations, warehouses, and innovative sustainable building methods.

KEY RESPONSIBILITIES

- **Leveraged Construction Computer Software (CCS)** for comprehensive commercial management, streamlining project oversight and reporting. This proficiency improved project efficiency and transparency.
 - **Assembled subcontractor contractual documentation**
 - **Reviewed and assessed Subcontractor Variation Orders** comprehensively
 - **Conducted precise re-measurements** of all trades, maintaining project cost accuracy and preventing financial discrepancies.
 - **Successfully managed the pricing** of site instructions and new items, enhancing project profitability. Liaised effectively with consultants regarding monthly Application for Payment to ensure timely and accurate financial transactions.
 - **Thorough Inventory Management:** Diligently maintained control over on-site and yard stock, meticulously recording data for monthly valuation and material claims. This rigorous approach minimized losses and discrepancies, optimizing cost control.
 - **Strategic Financial Forecasting:** Proficiently orchestrated the compilation of meticulous weekly and monthly cash flow forecasts, ensuring the financial health and stability of projects. These forecasts enabled the organization to make informed decisions and effectively allocate resources.
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TRAINEE QUANTITY SURVEYOR – JUNIOR QUANTITY SURVEYOR

Aveng Grinaker-LTA | Cape Town, South Africa

JAN 2008 – DECEMBER 2011

Aveng Grinaker-LTA is a multi-disciplinary construction and engineering group, anchored in South Africa, with expertise in a number of market sectors; power, mining, infrastructure, commercial, retail, industrial, oil and gas.

A prerequisite of being one of the company's bursary students was working during my student vacation periods at whichever site or office I was designated to. This exposed me to all departments within the company, increasing my knowledge base of the inner workings within a construction company.

KEY RESPONSIBILITIES

- Collaborated closely with the Quantity Surveyor, offering essential support for various aspects of the project. Assisted in the preparation of monthly valuations, which involved quantifying work completed on-site, and contributed to the certification of subcontractor invoices, confirming the accuracy of payments to subcontractors.
- Maintained comprehensive site records for labor and plant, which included detailed logs of workforce activities, equipment usage, safety inspections, and incident reports. These records were essential for project accountability, safety compliance, and future reference.
- Vigilantly monitored and managed the inventory of construction materials and plant equipment. This encompassed the procurement, storage, usage, and maintenance of materials and machinery, ensuring that resources were optimally utilized and that project timelines were met.

ACADEMIC QUALIFICATIONS

- **Qualification: Baccalaureus Technologiae (B-TECH) Degree Quantity Surveying**
Institution: Cape Peninsula University of Technology (South Africa): Graduated 2011
Key Focuses:
Construction Law, Construction Economics, Quantity Surveying Practice, Project Management.
- **Qualification: Higher National Diploma in Building**
Institution: Cape Peninsula University of Technology (South Africa): Commenced 2008 – Graduated 2010
Key Focuses:
Construction Technology, Construction Management, Economics and Accounting relating to construction.

CONTINUOUS PROFESSIONAL DEVELOPMENT

- **Course: Health and Safety Representation**
Institution: Medical Education Centre
Graduated: April 2021
 - **Course: Hazard Identification and Risk Analysis**
Institution: Medical Education Centre
Graduated: April 2021
 - **Course: C201 – Construction Estimating and Valuations Certificate**
Institution: Construction Computer Software (CCS)
Graduated: 2012
 - **Course: Competition Law – Construction Industry Certificate**
Institution: Compliance Online
Graduated: 2014
 - **Course: C202 – Construction Planning and Programming Certificate**
Institution: Construction Computer Software
Graduated: 2015
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