

# Tristan Todd

24.04.1980

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## **PERSONAL STATEMENT**

Since graduating university in 2002, and after a brief spell working as a production manager in a print company I began training as an Architectural glazier within the metal and glasswork industry. I worked initially as a trainee before working my way up to contracts manager and director in 2008. I later founded my own company in 2010 called custom made ltd, where we design, and install all manner of staircases, splashbacks, doors and other glass projects. I work well in a team environment but with a curious nature to understand and appreciate co-workers and trades around me. I work hard and accurately and carry out 3D Cad design work, drawings, project management and installation of different glass and metal projects.

## **WORK EXPERIENCE**

### **Managing Director – December 2010- Present**

Custom-m-a-d-e Ltd – [www.custommade-uk.co.uk](http://www.custommade-uk.co.uk)  
Hastings, East Sussex, TN38 9NA, 01424 846594

Responsibilities:

- Estimating and quoting works based on schedules, drawings and site meetings
- Complete design work using 3d and 2d Cad for work client approval
- Complete workshop drawings, and site installation drawings
- Organise plant, staff and installation teams – arrange site processes
- Write review and improve method statements and risk assessments for safe practice
- Manufacture of small and medium glass and metal structures in preparation for site
- Receive, check and inspect, store and book in glass materials.
- Load vehicles for site along with hand tools and setting out tools
- Establish site levels, installation parameters.
- Install glass splashbacks, shower screens, pool fencing, staircases, DGU's facias.
- Maintenance of installed projects, refurbishment and replacement of glass and units.
- Invoicing and management accounts day to day

### **Contracts Director – May 2004 – December 2010**

Stainless Brass and Glass Ltd - [www.s-b-g.co.uk](http://www.s-b-g.co.uk)  
Hastings, East Sussex

Responsibilities and history of employment

- Started work in 2004 as trainee project engineer/glazier
- 2 year in house training to become to project engineer/lead glazier.
- Site work measuring different glass projects
- Installing glass and metal projects on site. Leading site installs from 2006
- Designing glazing projects and recommending materials
  - ❖ 2006 to 2007 worked as lead glazier and project manager carrying out all manner of glass installations from staircases to splashbacks. Complete cycle of works from concept to install.
  - ❖ 2008 – promoted to contracts manager in charge of a team of 8-10 staff in office and on site/workshop
- Fleet management
- Health and safety development
- Training
- Product development
- Establishing best practice and overseeing all glazing and mechanical projects including electronic glazed doors, shutters, glass changing rooms, commercial offices and bespoke metal work
  - ❖ Promotion to Contracts Director in June 2009
- Facilities management
- Site management
- Estimating
- Quality assurance, systems and processes.

- General metal work and glazing including commercial offices, windows, doors, shop fronts and internal decorative balustrade glass work.
- Responsible to ensuring all projects met with building regulation and building control.
- Site site sign off meetings
- Site risk assessments and method statements for work,
- Site setting out and planning.

**Production Manager– May 2002 – April 2004**

J.W Arrowsmith Printers  
Ashtonvale - Bristol

Responsibilities:

- Management of time scales and production
- Schedule of preventative maintenance
- Team working hours and Schedules
- Health and safety
- Training and development
- Process engineering.

**EDUCATION**

**AQF III (level 3) Glass and Glazing**

ACTS November 2017 - February 2018

Complete glazing course, with Technical interview, health and safety, working at heights, Working with hazardous material.

**HND Aerospace and mechanical/manufacturing engineering- September 1999 - June 2002.**

University of the West of England, Bristol.

- Course included material selection and performance, mechatronics, electronics, energy and fluid flow. CAD, C++ programming along with general engineering principles such as stress and dynamics and mechanical engineering.

**A-Levels, September 1997 – June 1999**

Bexhill College

Electronics

Computing

Photography

**GCSE's, September 1995 – June 1997**

William parker & Bexhill College

English literature, English language, Drama, Electronics, Geography, History, Maths, Physics, Chemistry, Biology, German, Psychology, IT.

**Licenses:**

I hold a clean full uk driving license since 1997 which is full manual without restrictions.

I have a Motorbike CBT licence 2017 valid until Feb 2019 upto 125cc

Emergency first response first aid certificate. (QA Level 3 award FAW (QCF) 3 day certification course)

**PERSONAL INTERESTS**

In my personal time I like to work on old cars and am midway through a restoration of a 69 Beetle.

I also enjoy Scuba diving and water sports.

I have two young Children who love the outdoors and spend a fair amount of time encouraging them with sport and getting involved where I can.