



Shaun Mark Galbraith



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shaunmarkgalbraith 

I am a team leader with patience, integrity, and honesty. I am self-disciplined, ambitious in setting goals and focused on achieving them. I have a firm grasp on creative and persuasive communication, making me great with people whilst sporting a sensational sense of humour. I am active and energetic, always looking for new opportunities to conquer.

I am certified with Higher Education in Architectural Technologies as well as Landscape Design, Construction and Maintenance. I believe that I have the potential to be a valuable asset for your company as I am capable of developing ideas and organising business, assuming sole responsibility for its failures and successes.

Skills

- Account and Client Management.
- AUTO CAD.
- Business Development.
- Computer Literacy.
- Design and Construction.
- Irrigation Design and Installation.
- Landscape Design.
- Landscape Maintenance.
- Landscape Management.
- Maintenance and Repair.
- Maintenance Management.
- Master Gardener.
- Project Planning.
- Rainwater Harvesting.

Experience

23/05/2016 – 30/11/2018

Joburg Area Manager / Life Green Group, Randburg

Achievements:

- S.A.L.I. Double Gold Award Landscape Maintenance – Pineslopes shopping Centre.
- S.A.L.I. Bronze Award Landscape Maintenance – Garden Court Morningside.
- S.A.G.I.C. Invasive Species – Legislation, Herbicides, and Control Methods.
- S.A.G.I.C. Invasive Species – Certified Herbicide Applicator.

Responsibilities:

- Effective and efficient management and implementation of both operational and administrative aspects, to produce and maintain the site(s) to required standards. The main function being to Coordinate landscaping efforts and related outdoor maintenance services and other various tasks including registers and log records etc. as well as producing monthly walkabout records.
- Client focused account management on a portfolio of over 45 sites across Johannesburg, by way of monthly meetings and full monthly audit reports. Developing proposals in line with clients' budget requirements and achieving success within budget parameters. Determine the equipment, material and services required for jobs and submit cost estimates to clients. Implementation of client specific seasonal requirements through strategic planning in advance.
- Development and daily management of internal Irrigation, Maintenance Installation, and Mowing Teams and the respective tasks and projects.
- Managing, mentoring, and constantly interacting with a staff count of 60+ members including Area Supervisors, Machine Operators, Team Leaders, and Garden Technicians. Measuring individuals and managing results through KPI's. Ensuring all staff are technically competent through at least twenty hours on the job training per month. Ensure performance quality and responsibility for administrative procedures.
- Thriving under pressure on the job to achieve the required standards and results always to satisfy both the needs of the client and company management.

01/06/2015 – 30/04/2016

Manager / OrganiMax, Lonehill

Responsibilities:

- Campus Manager for Crawford Schools; Lonehill College and Lonehill Preparatory.
- Coordinate landscaping efforts and related outdoor maintenance services.
- Coordinate the training of new hires, handle service or employee records, create worker schedules, and prioritize services. Ensure performance quality and responsibility for administrative procedures.
- Create operational and safety procedures, hire workers, and draft budgets.
- Determine the equipment, material and services required for jobs and submit cost estimates to clients.
- Jobs and services include the care of lawns, shrubs, and trees, in addition to the maintenance and repair of outdoor features, such as irrigation systems, fences, or benches.

23/0/2016 – 30/11/2018

Student Consultant / ISGD Landscape Architectural Consultants, Irene

Responsibilities:

- Site Visits: Photos, Measurements and Client interviewing and communications.
- Base Plans, Design, and Sketch Plans.
- Convert Sketch Plan to AutoCAD, Dimensions and Annotations.
- Planting Palette's.
- Bill of Quantities.
- Assistance in Sketch Up 3D Modelling.
- Assistant Tutoring for AutoCAD classes.

01/2016 – 12/2013

Senior Account Manager / Media101, Fourways

Responsibilities:

- Canvassing cliental: Cold calling, Area focused door to door visits, networking.
- Orchestrate, implement and manage a marketing campaign in accordance with the clients marketing budget and strategies.
- Create, manage and optimise Google online search marketing campaigns.
- Weekly and Monthly reporting on marketing campaign, offering performance reviews and identifying future campaign enhancement opportunities as well as fresh and highly relevant and focused marketing strategies.
- Manage relationships between Media Owners and Media buyers, anticipating, identifying and resolving issues timeously and throughout the life cycle of all campaigns.
- Maintenance of a personal and professional relationship with client to ensure recurring business as well as providing a reputable service through networking.
- Achieved Google Fundamentals and Advanced Search Qualification.

Reason for leaving: Satisfy desire to educate in order to pursue life time passion of design and construction.

03/2011 – 12/2011

Business Development Manager / The High St. Auction Company, Rosebank

Responsibilities:

- Canvassing cliental: Cold calling, Area focused door to door visits, networking.
- Services to Seller: Professional assistance throughout the sale of the asset. Engage, understand and satisfy the seller's need.
- Provide a professional property valuation through market research and area analysis. Devise a financial assessment of the property with focused area and market research as well as financials obtained from the Seller, Municipality and any other expense or income pertaining to the property.
- Orchestrate a marketing campaign in accordance with the seller's advertising budget. Arrange viewing schedule with regular asset visitations.
- Services to Buyer: Professional assistance throughout the purchase of the asset. Engage, understand and satisfy the buyer's needs. Understanding the present and future circumstances and providing solutions to their amalgamation.
- Composition of a relevant potential asset acquisition presentation. Accompany buyer to onsite viewings and auctions. Commence purchase cycle; transparently and professionally connect with the buyer throughout the process.
- Maintenance of a personal and professional relationship with client to ensure recurring business as well as providing a reputable service through networking.

05/2008 – 02/2011

Personal Financial Advisor / Old Mutual PFA, Sandton

Achievements:

- 51 Club – as of November 2010 I achieved my Gold Member status.

Responsibilities:

- Canvassing cliental: Cold calling, door to door sales, networking.
- Services to client: Financial needs analysis, life insurance, disability, dread disease and investment planning, medical aid, business assurance, employee benefits, wills and short term insurance.
- FICA and FAIS compliant to provide security and professionalism in all investments and life products. (LUASA member since 2004)
- NQF level 5 complaint through Damelin – Higher Certificate in Financial Planning.
- Maintenance of personal and professional relationships with clients as well as providing a reputable service through networking.
- Establishment of a smooth link between client and insurance company in the event of any claims or queries.

Reasons for leaving: Change of industry due to disintermediation.

10/2006 – 04/2008

Broker Account Manager / Altrisk Insurance Company, Craighall.

Responsibilities:

- New Broker Applications: Capture on database, ITC, LOA, FSB checks, generate agreements and sureties. Chase the signed agreements, capture on system, open account for brokerage, accurate completion of all correspondence.
- Welcome Packs: conceptualized, designed and generated by me, sent to client with a copy of agreement.
- Accreditation Tests: Marked and scored by me, scores captured and brokerages and banks notified. Certificates generated and sent to brokerage, copies kept and linked to brokerage on system for record keeping purposes.
- Broker Commission Account: Broker queries, commission statements, accurate calculations of commissions, deadlines to meet in terms of payments. Produce excel spreadsheets of commission account transactions for brokers.

Reasons for leaving: Growth: Was not generating sufficient income to support my family and wanted to achieve my goal of becoming a broker.

01/2001 – 09/2006

Insurance and Investment Administrator / Galbraith & Associates, Fourways

Achievements:

- H. Cert. in Financial Planning – NQF Level 5
- Metropolitan Gold Member Award.

Responsibilities:

- Processing new business.
- Attending to existing business queries with clients and insurance companies.
- Compiling quotations.
- Data capturing.

Reasons for leaving – Wanted to gain further industry knowledge within a larger corporate environment

12/2000 – 12/2001

Gap Year / Travelled abroad to the United States of America and the United Kingdom

Various Jobs Including:

- Ski-Lift Operator - Vermont, USA
- Waiter and Barman – Fort Lauderdale, USA
- Activity Instructor – Isle of Wight, UK
- Assistant Restaurant Manager – Wales, UK

Education

JULY 2017

Certificate of Competence Herbicide Applicator / South African Green Industries Council (SAGIC)

DECEMBER 2015

Qualification in Garden and Landscape Design and Construction / Irene School of Garden Design, Irene

DECEMBER 2014

Higher Certificate in Architectural Technologies / Inscape Design College, Rosebank

JANUARY 2013

Google Adwords Certification: Search Fundamentals and Advanced Search / Google Engage, Johannesburg

JULY 2004

NQF Level 5: Higher Certificate in Financial Planning / Damelin, Randburg

DECEMBER 2000

Matriculated / Crawford College, Lonehill

Activities

- Colours for Swimming and Water polo.
- 1st Team Water Polo, Crawford College.
- A Team Swimming, Fourways and Crawford College
- 1st Team Basketball, St Peters College.
- Other sporting interests include fly fishing, wake boarding, water skiing, scuba diving, tennis, golf and Petanque.
- Vice-Chairman of the Bordeaux North Community Forum.