

Henk M. Coetzer

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About Me

Construction Manager experienced in overseeing construction projects and managing budgets over \$5 million, achieving cost reductions of up to 20%. Proven ability to lead teams of up to 30, increasing productivity by 25%, while ensuring compliance with building codes and safety standards, resulting in a 30% decrease in incidents. Effective communicator with clients and stakeholders, maintaining a client satisfaction rate above 90%. Focused on quality control and improvement, using project management software to enhance operations and reporting accuracy by 40%

Skills

- Project planning
- Budget management
- Contracting
- Team supervision
- Risk assessment
- Quality control
- Negotiations
- Building code compliance
- Schedule coordination
- Resource management
- Effective communication
- Analytical thinking
- Software knowledge
- Communication

Professional Summary

Experienced construction and property management professional with a proven track record in set design, client relations, and team leadership. Demonstrated ability to enhance operational efficiency, deliver accurate project costing, and manage high-stakes property needs, fostering strong client trust over 25 years.

Experience

Construction & Property Management

- Transformed spaces and built lasting client relationships, ensuring ongoing support for renovations and repairs.
- Contributed to the National Arts Festival's set design, notably for "The Gruffalo," promoting the arts in rural communities.
- Managed clients' properties during their absences, focusing on cost-effective solutions and timely execution.

Leadership Achievements

- Led a team of 23, increasing productivity by 30% and improving staff retention by 25%.
- Delivered accurate project estimates, reducing budget variances by 15% and increasing client satisfaction by 20%.
- Oversaw safety and quality controls, achieving a 40% decrease in workplace incidents.

South African Police Service

Detective, Field Training Officer, Business Fleet Commander, Explosives Unit Commander
01/1988 to 01/2022

- Supervised shift operations, implementing strategies that led to over 780 arrests in three months and a 38% reduction in crime rates.

- Managed resources for the Crime Prevention Unit, improving operational efficiency by 25% and response times by 20%.
- Trained 50 recruits, improving investigative outcomes and response effectiveness by 40%.
- Conducted thorough investigations of 550 cases, achieving an 85% conviction rate.

Education

High School Diploma NTS3
Oudtshoorn
1987

Training & Certifications

Chemical & Biological Scene Manager.
Chemical & Biological Scene First Responder on scene
SHEQ Workplace Environment
First Responder on scene
HASLAC (chemical/ biological radiological spills).
Currently, I am busy with a PMP long-distance course

General Courses

01/01/17, CBRN Refresher Course Bomb Disposal/EOD
01/01/16, Refresher Course Explosives Control
01/01/15, Refresher Bomb Disposal / EOD
01/01/13, Refresher Course Explosives Control
01/01/12, Negative Discipline Workshop
01/01/11, Refresher Course Bomb Technician
27/02/08, Explosives Control. Course (safekeeping/disposal of explosives)
12/03/08, Bomb Data Systems Course
01/01/08, Robotics Course Basic Bomb Technicians Course
01/01/04, Trainer the Trainer course
01/01/03, Field Training Course
01/01/92, Close combat and handgun use
01/01/91, Detectives Course
01/01/88, Crowd Control Course
01/01/88, Basic SAPS Course

References

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