

# **CURRICULUM VITAE**

**MARK BOLSTER**  
c/o Effective Electric  
Main Building  
Library Square  
Rathcoole  
Co. Dublin  
**Tel: 00353 1 4589011**

**Nationality:** Irish

**Date of Birth:** 19/08/1969

## **PROFILE**

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A highly experienced **Managing Director** with extensive sales and marketing experience who has tendered for, been awarded and delivered a wide range of complex electrical installation and commissioning projects in industrial and commercial environments including Power Stations, Pharmaceutical and Industrial Manufacturing Plants, Nursing Homes and Hospitals, Schools and Commercial Properties including Retail Outlets and Office Developments.

## **EDUCATION AND TRAINING HISTORY**

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### **Technical Qualifications and Training**

**1992 – to date**

**Various Electrical and Construction Industry Training Bodies**

- Management Training including Effective Team Building, People Management, Leadership and Project Management
- Supervisory Management Training
- Project Management Training
- Site Management Training
- Achieved Verification and Certification from the Electrical Contractors Safety and Standards Association (ECSSA)
- Safe Pass
- Health and Safety Training
- First Aid Certificate
- Computer Training – MS Project

**1987 – 1991**

**Kevin Street Institute of Technology**  
Kevin Street, Dublin 2

*Qualifications:*

***City and Guilds - Electrical***  
***Senior Trades - Electrical***  
***Junior Trades - Electrical***

### **Second Level**

**1982 – 1987**

**Rathcoole Community School**  
Rathcoole, Co. Dublin

*Qualification:*

***Leaving Certificate***

## **CAREER HISTORY**

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**1998 - to date**      ***Effective Electric Ltd, Main Building, Library Square, Rathcoole, Co. Dublin***  
Effective Electric was established in 1992 as an electrical contracting company working mainly in the Industrial and Commercial sectors in Ireland, the U.K. and the U.A.E.

**Position:**                      ***Managing Director***

### **Heavy Industrial Electrical Projects Sourced, Tender for, Secured and Delivered:**

- ***Marchwood Power Station (Southampton)*** – Installation and testing of Rico and Dusan Containment Systems throughout the power plant.
- ***UKS Mouth Power Station (Wales)*** – Installation and testing of Containment Systems throughout the power station.
- ***Eurotherm Ireland*** – Installation and testing of manufacturing assembly control systems.
- ***Henkel Loctite*** – Complete fit out of Clean Room which included the installation and commissioning of an Indermil plant stainless steel containment system (with FDA approval). Other systems installed include Air Handling Systems, Data Communication, Power and Control Systems and Fibre Optic installations. Also installed and maintain all production line equipment.
- ***Biovail Pharmaceutical*** – Installation, testing and commissioning of new machinery, pneumatic control systems and process control systems in a Clean Room environment with FDA approval.
- ***Irish Distillers*** – Complete refurbishment and fit out of offices which included re-wiring, installing lighting and services such as fire alarm systems. Installation of explosion proof lighting and services in the Vat Rooms. Installation, testing, commissioning and maintenance of production line equipment including fibre optic links, control panels and process control systems.
- ***Goode Concrete (Nationwide)*** – Design, installation, fit out, commissioning and maintenance of plants throughout Ireland including Plant Rooms, Water Recycling Plants and Despatch Systems. Systems installed and tested include Containment Systems, Alkon Control Systems, Conspare Control Systems, Aeration Systems, Water Pumps and Purification Systems, Converse Systems, Rock Breaking Systems, Weighing Systems and Aggregate Despatch Systems.
- ***Lemax Concrete Plant (UK)*** – Design of containment systems.

### **Hospital and School Projects Sourced, Secured and Delivered:**

- ***Athlone Institute of Technology*** – Complete University fit out which included security systems, fire alarms and all general electrical services.
- ***Beechpark Nursing Home*** – Installation of nurse call systems, general electrical services including lighting, emergency lighting, heating systems, intruder and fire alarms, back-up generator and generation change over systems.
- ***St. Joseph's Hospital*** – Refurbishment and re-wiring of the Hospital's Kitchen.
- ***Kellystown School (Department of Education)*** - Installation of general electrical services including lighting, heating systems, intruder and fire alarms, facilities for the disabled, back-up generator and generation change over systems.

### **Commercial Projects Sourced, Secured and Delivered:**

- ***Dundrum Swimming Pool*** – Installation, testing and commissioning of a containment system, general services including lighting and power points, fire alarm, intruder alarm and an intercom system.
- ***Lord Edward Building*** – Complete fit out of commercial premises including lighting control systems, data system installations, intruder and fire alarms and an intercom system.
- ***Riverside Offices*** – Complete office fit out which included the installation of distribution boards (main and sub), fire alarm system, closed circuit television (CCTV) system, heating and ventilation systems.
- ***CBRE Richard Ellis*** - Complete office fit out as outlined above including the provision of ongoing electrical maintenance.
- ***Compustore*** – Installation of all electrical services in a large commercial warehouse.

## **CAREER HISTORY**

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**1998 - to date**                      **Effective Electric, Main Building, Library Square, Rathcoole, Co. Dublin**

**Main Responsibilities include:**

**Sales and Marketing**

- Developing new sales leads internationally by networking and maintaining up to date commercial knowledge using a variety of sources including specialist websites and trade journals.
- Preparing presentations and presenting these to prospective customers' at board level.
- Designing and building solutions to meet the customers' needs
- Building and maintaining long-term customer relationships.

**Tender Management and Submission**

- Working in conjunction with the Contract Manager to price and estimate each job and ensure that all specifications are incorporated, contract loopholes are avoided and that any alterations to contracts or specifications are documented appropriately.

**Financial Management**

- Co-ordinating the preparation and submission of budget estimates, cash flow projections, labour projections and future project valuations for the Finance Department.
- Liaising with the Financial Controller to ensure sufficient cash flow over the duration of each project.

**Project Management**

- Recruitment and selection of staff/contractors/sub-contractors for projects in conjunction with the Project Manager.
- Liaising with Project Manager, Site Managers and sub-contractors to ensure that all project milestones are being achieved and that all work carried out complies with clients' requirement.

**Day to Day Management**

- Day to day supervision of office and site based personnel including conducting performance appraisals, dealing with queries and any industrial relations issues that arise.

**1991 – 1992**                      **Pointer Control Systems, Dublin**

**Position:**                      **Electrical Foreman**

- Overseeing the manufacture of control systems for air conditioning and heating systems.
- Liaising with the design team in respect of client specifications.
- Supervising manufacturing operatives and ensuring that assembly work was completed to the required specifications and that all control systems were tested before being transported to site for installation.
- Carrying out the commissioning of the systems on client's site and completing sign off process.

**1991**                                      **EuroDisney, Paris**

**Position:**                      **Automation Technician**

**Main Responsibilities:**

- Designing and building pneumatic and electrical control systems for animation projects.

**1986 – May 1991**                      **O'Reilly Automation**

**Position:**                      **Apprentice Electrician**

**Main Duties:**

- Designing control panels for school heating and hospital theatre control systems
- Assembling, testing and on-site commissioning of control systems.

## **REFEREES**

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Available on request.