

PROJECT & CONSTRUCTION MANAGER

Summary

Experienced Project Manager with Auto CAD background, executing luxury custom residential projects from bidding to completion, maintaining industry-leading Quality standards, and implementing CAD technologies for major capability gains. A Highly skilled in leading cross-functional teams, liaising with contractors and external agencies, and ensuring on-time completion project milestones. Able to excel in demanding environments and introduce Best Practices.

Highlights

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| • Residential construction | Proven working experience in construction management |
| • Blueprint reading | Advanced knowledge of construction management processes, means and methods |
| • Leadership | Expert knowledge of building products, construction details and relevant rules, regulations and quality standards |
| • Exceptional problem solver | Understanding of all facets of the construction |
| • Excellent driving record | Schedule the project in logical steps and budget time required to meet deadlines. |
| • Strong communication skills | Familiarity with construction management software packages Ability to plan and see the "big picture" |
| • Detail-oriented | Competent in conflict and crisis management Leadership and human resources management skills |
| • Friendly and hardworking | |
| • Architectural facades | |
| • Accurate measurements and estimates | |
| • Auto CAD | |

Accomplishments

Turned around projects. Took numerous projects turned over to me because they were behind schedule and over budget and turned them around to meet timeline and budget commitments.

Restored customer relationships. Built trusting relationships with dissatisfied customers at risk of litigation, converting them to happy and loyal.

Facilitated subcontractor upgrades. Identified subcontractors with quality and value gaps and replaced them with others who could deliver to higher standards.

Build the brand through a community project. Took over a job to build an affordable foster home for a church. The project was faltering without direction, plans, or funding. Secured plans, permits, and funding to complete the project, building an 8-bedroom, 9-bath foster home heavily funded by contractor and community donations.

Project Manager A during the construction of Five international Furniture Retail stores in Egypt. I was the first Project Manager to work in this region, and was successful opening all five stores. A

Experience

Company Name August 2014 to April 2016 Project & Construction Manager

City, State Assisted skilled workers with construction projects in all phases of rough and finish carpentry. Completed indoor and outdoor residential construction projects Handle all new-start announcements, do the intake for bids, and decide which contractors to use. Review building plans and contracts to obtain permits and licensing. Review project in depth to schedule deliverables and sub contractors as needed. Oversee all on-site and off-site construction to monitor compliance with building codes and client needs and selections. Review work progress on a daily basis, plan ahead to prevent problems and resolve any emerging ones, and do hands-on problem solving. Facilitate meetings with owners, construction managers, and upper management. Schedule building inspections. Stay out in front of activities, priming subcontractors in advance of their next deliverables, to make sure they're ready with any needed change orders, purchase orders, or other preparation to prevent delays and mis-steps. Personally complete punch out tasks requiring a broad skill set from making minor fixes to addressing complex structural issues, such as stucco work, truss repair, drywall repair, installing appliances, and hanging light fixtures.

Company Name January 2012 to January 2014 Interior Designer

City, State

- As an Interior Designer for the largest furniture retailer in the U.S., I designed, developed, and oversaw implementation of floor plans, electrical, merchandise, paint, and signage--all to meet specifications of time, quality, and budget.
- I adapted plans to maintain the Ashley brand inside and out while accommodating municipality requirements.

Company Name January 2004 to January 2011 Bartender

City, State

- While going to school fulltime (2008-2011) I supported myself as a bartender where I strengthened my customer relations skills.

Company Name January 2004 to January 2008 Permit Coordinator

City, State

- As a Permit Coordinator for this regional permitting service, I served more than 70 municipalities, helping builders cut through red tape and expedite the permitting process.
- By understanding the technical specifications of the construction, and building trusting relationships with builders and municipalities, I was able to help builders save time, and often money, in the permitting process.

Education

B.A : Interior Design, International Academy of Design and Technology City, State Interior Design, International Academy of Design and Technology

WARRIOR LEADER COURSE (WLC) 2003 Leadership WLC, formerly called Primary Leadership Development Course (PLDC), is the first

leadership course Non-Commissioned Officers (NCOs) attend. WLC is a month-long course that teaches Specialists and Corporals the basic skills to lead small groups of Soldiers. This course is hard hitting and intensive with emphasis on leadership skills and prepares Soldiers to advance to the rank of Sergeant.

Ohio State University Sports and Fitness Management City , State , Franklin

Military Experience

Company Name July 1998 to September 2007 Field Artillery Surveyor City , State Records field data, prepares schematic sketches, and marks survey stations. Performs astronomic observation, measure azimuths, and angles and determines deviations for target, connection, and position area surveys with angular measuring equipment. Assist PADS operator with the transfer, strap down, and preparation for operations of PADS. Computes data using logarithms or calculator to obtain the unknown required field data to include computing for accuracy ratios and adjustment. Operates and performs PMCS on vehicles, radios, weapons, and all survey equipment.

Skills

Auto CAD, Great Leadership Skills, Operation Monitoring, Management of Material Resources, Judgment and Decision Making, Management of Personnel Resources, Time Management, Complex Problem Solving, Critical Thinking, Active Listening, Reading Comprehension, Contribute to planning Meetings, Excellent Verbal and Written Communication Skills, Working Within Budget, Creative & Resourceful, Hard Working, Proficient With Microsoft Office, Outlook, Excel & Most Other Office Programs, Drafting, Understanding Construction Plans, Managing Change Orders, Organized, Detailed Knowledge of Florida Building Codes, Multi Tasking