

SENIOR PROJECT MANAGER

Professional Summary

Ambitious Construction Executive experienced in commercial construction with over 30+ years of experience. Proactive, resourceful and hardworking with strong follow-through. Excellent problem-solving and time management abilities.

Skills

- Advanced problem solving
- Project planning and development
- Finance and accounting
- Employee relations
- Team building
- Negotiations expert
- Strategic planning
- Contract review and recommendations

Work History

Company Name Senior Project Manager | City , State | August 2017 - Current

- Opening of Denver Operations for McCauley Constructors Establishing protocols, procedures and reporting mechanisms for a satellite location Procurement and management of teams to establish a stand-alone profit center Act as the liaison with main company office representatives to provide information on activities of the satellite location Actively project manage 3 to 5 projects in the \$5 to \$10 million range.
- Monitored the market to capitalize on the latest trends.
- Supervised the work of team members, offering constructive feedback on their work performance.
- Monitored timelines and flagged potential issues to be addressed.
- Collaborated with the Pre-Construction department to ensure accurate and complete project budgets.

Company Name President | City , State | November 2010 - August 2017

- Qualified competitive subcontractor bids prior to execution of contracts.
- Facilitated processing of RFI's, submittals and samples among the general contractor, the owner and the owner's consultants.
- Educated general contractor personnel on the quality standards throughout the construction process.
- Obtained notices of completion and compliance certifications from all of the construction administration consultants.
- Reviewed and investigated Proposed Change Order Requests (PCOR).
- Stayed consistent with project schedules and plans for all FFE installations.
- Submitted all project closeout documents in accordance with the contract.
- Assigned projects and tasks to employees based on their competencies and specialties.
- Accurately provided status information on project progress to the project management.
- Led and managed resolution of all issues during project construction and commissioning phases.
- Led the planning, budgeting and direction of all construction projects.
- Carefully coordinated plans and specs using marketing programming standards.

Company Name Senior Project Manager | City , State | January 2006 - November 2010

- Managed teams of on-site subcontractors on multiple sites simultaneously.
- Acted as the liaison with company safety representatives to promote awareness and understanding of safety protocols.
- Proficiently used the Incident and Issues Tracking (IIT) system to document all on site issues.
- Directed all phases of commercial construction projects, from budgeting to closeout.
- Collaborated with the Accounting department to implement electronic accounts payable system.

Company Name President | City , State | January 2003 - December 2005

- Oversaw business-wide changes to modernize procedures and organization.
- Developed program to promote new managers from within, leading to a cohesive leadership structure.
- Obtained building and specialty permits from local jurisdictional agencies.
- Conducted weekly production and operations contractor meetings, which facilitated stronger communication and the ability to resolve critical issues.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Trained and promoted continued education for all onsite crew members.

Company Name Project Manager | City , State | April 1999 - December 2002

- Kept meticulous records of all costs and expenses and analyzed that data against the budget.
- Managed between 10 to 20 projects per year.
- Directed changes to the project scope and cost and implemented appropriate change management processes to keep the project on track.
- Provided outstanding service to clients to not only maintain but to extend the relationship for future business opportunities.
- Conducted meetings with clients to determine project intent, requirements and budgets.

Company Name Project Manager | City , State | April 1997 - March 1999

- Conducted meetings with clients to determine project intent, requirements and budgets.

- Maintained project schedules by managing timelines and making proactive adjustments.
- Directed changes to the project scope and cost and implemented appropriate change management processes to keep the project on track.
- Performed regular job site observations to provide direction for all general contractor personnel.
- Conducted all critical pre-installation conferences with subcontractors, consultants and manufacturer's representatives.

Education

Masters of Real Estate & Construction Management Construction Management University of Denver City , State | 1995 Construction Management

BBA Business Management East Tennessee State University City , State | 1991 Business Management

Skills

Safety Oversight, Prime Contract Negotiations, Budgeting, Competitive Contracts Management, Â Marketing, Microsoft Office, Microsoft Project, Pro Core Project Management, Personnel Management, Procurement, Project Management, Systems Protocols and Â implementation and Quality Control.

Certifications

- LEED AP
- ICC Class A LicenseÂ
- ASHE (American Society of Health Engineers)