

CONSTRUCTION MANAGER / PROJECT COORDINATOR / INSPECTOR

Summary

To demonstrate my architectural and construction management skills, which will help contribute to an organization's success.

Skills

Paradox, Microsoft Office Suite

Work History

Company Name

Company Name

Experience

01/1995 to 01/2001

Construction Manager / Project Coordinator / Inspector Company Name i¼ City , State

- Maintained management information system to provide data essential to planning and control of project development.
- Scheduled, monitored and reported on the progress of approximately 90 assigned projects.
- Ensured adherence to time schedules and compliance with contracts requirements.
- Responded to all contractors' correspondence on behalf of the agency.
- Monitored the contractor' performance, quality and work progress.
- Ensured compliance with plans and specification for construction projects.
- Reviewed and identified any necessary changes to the contract based on field conditions.
- Provided technical guidance to the development staff.
- Maintained accurate records and subsequent authorization of payments.

02/1989 to 02/1994

Resident Engineer/Construction Proj Mgr Company Name i¼ City , State

- Special Projects Unit Construction Manager Supervised reconstruction/restoration of \$8 million NYC recreational center.
- Managed approximately 15-20 jobs simultaneously.
- Coordinated and inspected contractor work daily.
- Conducted weekly site coordination meetings and monthly progress meetings.
- Coordinated contractor work between local utility companies and City agencies.
- Negotiated all change order work and authorized contractor payments.
- Managed interpretation of blueprints and specifications for project contracts.
- Established job specifications and established project goals and procedures.
- Ensured projects' compliance with applicable New York City rules and regulations.
- Evaluated and approved contractors' monthly payments.

01/1989

Architectural Assistant Company Name i¼ City , State

- Prepared construction documents and presentation drawings to support on-going projects.
- Supported all aspects of client service.

01/1988

General Office Assistance / Drafter Company Name i¼ City , State

- Assisted in development of bids and proposals presentations for clients' review.
- Prepared construction documents to support on-going projects.

Education and Training

May 2016

Masters : Historic Preservation Pratt Institute Historic Preservation

Bachelor of Science : Architecture City College of New York - School of Architecture Architecture

Asbestos Supervisor Certificate Lead Inspector Certificate ATI - Asbestos & Lead Training Institute i¼ City , State

Institute of Design i¼ City , State Perspective and Rendering

Certificate International Design Seminar, Poltechnico of Milan, Italy Certificate Mechanics Institute i¼ City , State

Activities and Honors

Professional Women in Construction (PWC)

Languages

Bi-lingual in Spanish and English.

Skills

ADA, agency, blueprints, Bi, Construction Manager, contracts, client, clients, Excellent customer service, Fluent in English, English, Inspector, interpretation, meetings, Microsoft Office Suite, management information system, Paradox, presentations, progress, project development, project management, proposals, quality, Rendering, Spanish, specification, Supervisor, Team player, verbal communication skills, written